



**Tulare Public Cemetery District  
Regular Board Meeting Minutes  
Thursday, February 1, 2024**



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, FEBRUARY 1, 2024, AT 1:00 PM IN THE CONFERENCE ROOM, LOCATED AT 900 E. KERN AVENUE, TULARE, CA.

**BOARD MEMBERS PRESENT:**

Chairman Carlos Ramos, and Trustees, Stephen Presant and Michele Lima

**BOARD MEMBERS ABSENT:**

None

**STAFF PRESENT:**

District Manager Clara Bernardo and Legal Counsel Matthew Pierce

**1. CALL TO ORDER:**

The Regular Board Meeting was called to order at 1:04 pm by Chairman Carols Ramos

**2. ROLL CALL:**

Carlos Ramos, Stephen Presant and Michele Lima. Swearing in Xavier Avila and Patricia Hitlin

**3. PLEDGE OF ALLEGIANCE:**

Chairman Carlos Ramos led the Pledge of Allegiance

**4. MOMENT OF SILENCE IN MEMORY OF THOSE WHO HAVE PASSED**

**5. SWEARING OF BOARD MEMBERS:**

Matthew Pierce swears in Xavier Avila and Patricia Hitlin as Trustees

**6. RECONGNITION OF VISITORS:**

Councilmember Steve Harrell

**7. PUBLIC COMMENTS:**

Four public comments

**8. TRUSTEE COMMENTS:**

Two trustee comments

**9. OPEN SESSION- AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS**

*(All items are subject for discussion and possible action by the Board.)*

**9.1- Election of Officers**

Presant moved for Avila to be Chairman for 2024, Avila seconded the motion. Vote (3-2) with Ramos and Lima opposed. Hitlin moved to have Presant act as Vice-Chairman for 2024, Vote passed 4-1 with Lima opposed. Availa moves to have Hitlin as Secretary for 2024, Ramos seconded. Vote (5-0).

**9.2- Resolutions No. 2023/24-6**

Presant motions Ramos seconds with corrects to add the names of the individual's new officers. Vote 5/0 motion passes



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**9.3- Approval Minutes of Regular Board Meeting December 14, 2023**

Ramos motions Present seconds to approve Regular Board Meeting minutes for December 14, 2023.  
Vote 5/0 motion passes

**9.4- Audit Committee**

**8.4a- Review Audit Committee Reports**

Present gave brief discussion regarding moving monies from the revolving funds that are in the Tulare County Treasure 772.

**8.4b- Audit minutes for December 1, 2023**

Audit has approved December 1, 2023 minutes

**9.14c- RFP sidewalk repairs**

Present motions Avila seconds to get 3 bids to fix the issue the city has with sidewalk and the curb. Vote 4/1 Ramos nay motion passes

**9.5- Approval of October and November 2023 financials**

Present moves Ramos seconds to approve November 2023 financials Vote 5/0 motion passes

**9.6- Annual Audit 2022/2023 Auditors report**

Avila recommends that the Audit Committee review the Internal Control for Financial Reporting request and bring it back to the board.

**9.7- Interment & Pre-need count for October, November and December 2023**

24 interment count for October 17 full body, 5 cremation and 2 babies

25 interment count for November 13 full body 12 cremation

December count is unknown at the moment and for January there was 37 interments

**9.8- Resolutions No. 2023/24**

**9.8a-2023/24-1** Present motions, Ramos seconds to amend the approve resolution no 2023/24-1 to say Resolved that the amount of \$36,661.00 of endowment interest to be transferred from the endowment care fund. Vote 5/0 motion passes

**9.8b-2023/24-2** Table Item

**9.9- Administration fee distribution**

Bernardo reported the revenue account 772 is decreasing. \$150.00 of the administration fee is being split into the expansion fund. Bernardo purposes 100% of the administration fee goes into the 772 to bring it back up. Ramos motion, Present seconds to add 100% of the administration fee into the 772. Vote 5/0 motion passes

**9.10- Employee shortages**

Bernardo wanted clarification on the total amount of groundmen the board put a freeze to. Avila clarified the number was set to seven. Bernardo will create a job description for a Ground Supervisor and hire soon.



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**9.11- Solar meeting update-Presant**

A vendor is wanting to work on some preliminary design of a possible solar installation on a portion of the bare ground at the North Cemetery. Board give consent to allow the vendor to present information to the board.

**9.12- CAPC conference- March**

Ramos motion, Presant seconds to approve two employees and two board members to attend CAPC in March Vote 5/0 motion passes

**9.13- 3<sup>rd</sup> Annual Tree of Remembrance 2023 update**

Bernardo gave update on the event

**9.14- Tabled Item: O**

9.14a- Out of District Policy- Tabled

9.14b- Equipment maintenance log book- Tabled

9.14d- Schedule Bylaw review for February – work on a date for a Special Board Meeting

9.15e- Schedule new Board Member Workshop – Bernardo started this process with the new board members.

**10.- DISTRICT MANGER'S REPORT:**

10.1-Bernardo has been updating the website

10.2-Safety training for all groundmen

10.3-Look into hiring a temp

10.4-Look into hiring office staff

10.5- She's working on getting her pesticides licenses

**11- FUTURE AGENDA ITEMS REQUEST:**

11.a- Future Meetings- nothing was discussed

Chairman Avila adjourned to close session at 2:58 pm

**12. CLOSED SESSION**

12.a- Potential exposure to litigation government code 54956.9 (b) (Two Matters)

Nothing to report back

**13- ADJOURNMENT:**

Chairman Avila adjourned the meeting at 3:25 pm

Respectfully Submitted,

Board Secretary