



**Tulare Public Cemetery District
Regular Board Meeting Minutes
Thursday, December 14, 2023**



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, DECEMBER 14, 2023, AT 1:30 PM IN THE CONFERENCE ROOM, LOCATED AT 900 E. KERN AVENUE, TULARE, CA.

BOARD MEMBERS PRESENT: Chairman Carlos Ramos, Vice Chairman James Pennington, Secretary Alberto Aguilar and Trustee Stephen Present

BOARD MEMBERS ABSENT: Trustee Xavier Avila

STAFF PRESENT: District Manager Clara Bernardo and Legal Counsel Aaron Zaheen

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:30 pm by Chairman Carols Ramos

2. ROLL CALL:

Carlos Ramos, James Pennington, Alberto Aguilar, and Stephen Present

3. PLEDGE OF ALLEGIANCE:

Chairman Carlos Ramos led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

Three public members in attendance

6. PUBLIC COMMENTS:

One public comment

7. TRUSTEE COMMENTS:

Vice Chairman James Pennington announced he will not be reapplying for a position on the board. Trustee Steve Present presented James with a plaque, and thanked him for his service.

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

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

8.1- Ground Supervisor report:

Ramos announced ground supervisor David Faria has turned in his resignation noticed. His last day was December 1st. At this time there's no intent to replace him unless hired from within district since board put a freeze on the number of groundskeepers to seven employees. Manager Bernardo reported groundskeeper Lupe Lopez also resigned, and moved to Sacramento.



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8.2- Approve Minutes for Regular Board meeting of October 26, 2023:

Aguilar motions, Pennington seconds to approve October 26, 2023, minutes. Vote 4/0 motion passes

8.3- Approval Minutes of Special Board Meeting November 3, 2023

Aguilar motions, Pennington seconds to approve minutes with corrections. Vote 4/0 motion passes

8.4- Audit Committee:

8.4a- Review Audit Committee Reports

Present gave brief discussion regarding the audit committee meetings.

8.4b- Audit minutes for October 24, 2023:

Board reviewed, no action taken.

8.5- Approval of September 2023 Financials:

Present moves, and Pennington seconds to approve September 2023 financials. Vote 4/0 motion passes

8.6- Approval of October 2023 and/ or November 2023 Financials

Aguilar motions and Present seconds to approve October 2023 financials vote 4/0 motion passes with the understanding the Audit Committee's review and recommendations.

8.7- Resolutions No 2023/24-1 thought 5

8.7- Resolutions No. 2023/24-1, Aguilar motions, and Present seconds to approve. Roll Call by Zaheen. Pennington aye, Ramos aye, Aguilar aye and Present aye, Avila absent. Vote 4/0 motion passes.

8.7- Resolutions No 2023/24-2, Present motions, and Pennington seconds to approve. Roll Call by Zaheen. Pennington ayes, Ramos aye, Aguilar nay, Present aye, Avila absent. Vote 3/1 motion passes

8.7-Resolutions No 2023/24-3, Present motions, and Pennington seconds to approve. Roll Call by Zaheen. Pennington aye, Ramos ayes, Aguilar nay, Present aye, Avila absent. Vote 3/1 motion passes

8.7- Resolution No 2023/24-4, Present motions, and Pennington seconds to approve. Roll Call by Zaheen. Pennington aye, Ramos aye, Aguilar aye, Present aye, Avila absent. Vote 4/0 motion passes

8.7- Resolution No 2023/24-5, Aguilar motions, and Pennington seconds to approve. Roll Call by Zaheen. Pennington aye, Ramos aye, Aguilar aye, Present nay Avila absent Vote 3/1 motion passes

8.11- Verification Committee Charter:

Aguilar motions, and Pennington seconds to approve with changes vote 4/0 motion passes.



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8.8- Schedule Bylaws review for February:

8.8a- Review submission by Secretary Aguilar

Ramos requested board members to review the proposed changes to the Bylaws, and schedule board meeting to review the Bylaws in February 2024.

8.9- Schedule new Board Member Workshop:

Three seats are up for reappointment or appointment. Chairman scheduled board meeting workshop to familiarize new board members with Robert Rules of Order, go over duties, imitation and expectations of each trustee. Training to be schedule on January and February board meetings.

8.10- Andy Hinojosa CPA MBA Contract current and new 2024:

Tabled Item

8.12- CSDA event report- Trustee Present

Present gave a brief update on the CSDA event he attended.

8.13- 3rd Annual Tree of Remembrance 2023 Update:

Manager Bernardo announced we have received cookies and monetary donations to help with lights, security and ornaments. Bernardo contacted Tulare Police Department and they will be at the North J Cemetery event. Vendors will be at separate location from the event.

8.14- Tabled Item:

8.14a- Out of District Policy

8.14b- Equipment maintenance log book

8.14c- RFP sidewalk repairs

8.15d- Andy Hinojosa CPA MBA Contract current and new 2024

9.- DISTRICT MANGER'S REPORT:

9.a- Kevin Brejnak, Cemetery District CPA came and audited District financials

9.b- Looking into other website options with better access to the agenda

9.c- Looking into a Point System

9.d- Reviewed the budget regarding the pre-need payment plan and reviewed prices

9.e- Someone rammed into the North cemetery fence, Reed will repair it

10- FUTURE AGENDA ITEMS REQUEST:

10.1a- Future Meetings

Regular Board Meeting scheduled for January 25, 2024

11- ADJOURNMENT:

Chairman Ramos adjourned the meeting at 3:23 pm

Respectfully Submitted,

Board Secretary

Clara Bernardo
District Manager