



**Tulare Public Cemetery District
Regular Board Meeting Minutes
Thursday, October 26, 2023**



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, October 26, 2023, AT 1:00 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 Trustees Xavier Avila and Stephen Present

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Clara Bernardo and Legal Counsel Thomas Degn

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:01 pm by Chairman Carols Ramos

2. ROLL CALL:

Carlos Ramos, James Pennington, Alberto Aguilar, Xavier Avila 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:

Two public members in attendance

6. PUBLIC COMMENTS:

Two public comments

7. TRUSTEE COMMENTS:

Four trustees' comments

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:

Tabled item

8.2- Approve Minutes for Regular Board meeting of September 28, 2023:

Avila motions, Aguilar seconds to approve regular board meeting minutes of September 28, 2023. Vote 5/0 Motion approved.



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8.3- Approval Minutes of Special Board Meeting October 5, 2023

Avila motions, Aguilar seconds to add the public transcripts back into the minutes. Vote 2/3 Present, Pennington and Ramos voted nay, motion failed.

Pennington motions, Present seconds to approve Special Board Meeting of October 5, 2023, with corrections of four public comments and their names: Vicki Gordon, Yolanda Allen, Linda Maloy and Mary Sepeda. Vote 3/2 Aguilar and Avila voted nay, motion approved.

8.6- Interment & Pre-Need count for July, August and September:

Board reviewed Interment count. Ramos and Bernardo will get together to create a policy for a payment investment plan and bring it back to the board for review.

8.7- Audit Committee

8.7a-Review Audit Committee Meeting Reports

Present gave a report on the Audit Committee meeting..

8.8 Pre-Need payment Plan transfer of funds:

Ramos Directs District Managers to create two resolutions; one for withdrawing \$100,000 from Fund 807 and another for withdrawing \$100,000 from Fund 886 to be invested into CD's, and bring back to the board for their next meeting.

8.7b-Audit Committee Charter

Avila motions Aguilar seconds to approve the Audit Committee Charter as corrected. Vote 5/0 motion approved.

8.4-Approval of July 2023 Financials:

Pennington motions, Present second to approve July 2023 Financials vote 5/0 motion approved.

8.5- Approval of August 2023 Financials:

Present motions, Pennington seconds to approve August 2023 Financials Vote 5/0 motion approved.

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

Bernardo and Present will review new contract to reduce billable work hours and bring it back to the board for review.

8.10-Review health benefits increase and/or plan changes:

Avila motions Present seconds to increase the Health Benefits to \$750 deductible Vote 5/0 motion approved.



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8.11-Review Salary Schedules:

Present motions, Avila seconds to approve the salary schedules starting on January 2024.
Vote 4/1 Aguilar nay

8.12- Review Farm Lease Agreement

Board discussed and no action taken

8.13- Tabled Items:

8.13a-Out of District Policy

8.13b-CD Funds- (Board removes from the tabled items)

8.13c- Equipment Maintenance Log Book

8.13d- RFP Sidewalk Repairs

8.14- Verification Meeting

Avila and Aguilar will create a charter for the Verification Standing Committee that will be meeting quarterly, and at the next regular meeting appoint some volunteers.

8.15- Accounting discussion on funds and financials

No action taken

8.16.-Tree of Remembrance 2023/ Día De Los Muertos 2024

Avila motion, Jim second to approve the 3rd Annual Tree of Remembrance 2023 with a plan for the food trucks, hot chocolate, deserts to be located separate from the event, and all monetary donations for the event are welcome. Vote 5/0 motion approved

8.16 a. Día De Los Muertos- tabled

8.17.-CAPC Education Seminar Report

Bernardo gave update on the CAPC Education Seminar

8.17a - green burials

8.17b - agenda update

8.17c - interment/disinterment

9.- DISTRICT MANGER'S REPORT:

Continued discussing the CAPC meeting

9a - burials

9b - Oversize vault policy

9c - CAPC calendar 2024

10- FUTURE AGENDA ITEMS REQUEST:

10.1a-Future Meetings (Nov, Dec)

Board meeting on December 14, 2023



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11- CLOSED SESSION:

11.1-District Manager's Review

11.2-Conference on current litigation pursuant to Government Code 54956.9 (d)(1)
Demp v. Tulare Public Cemetery District, et al. TCSC Case No. VCU301693

12 - OPEN SESSION:

Nothing to report from closed session

ADJOURNMENT:

Chairman Ramos adjourned the meeting at 4:54 pm

Respectfully Submitted,

Board Secretary

*/cl - Clara Bernards
District Manager*