



**Tulare Public Cemetery District
Special Board Meeting Minutes
Thursday, August 31, 2023**



A SPECIAL BOARD MEETING WAS HELD ON THURSDAY, AUGUST 31, 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, Trustees Xavier Avila and Stephen Present.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: District Manager Clara Bernardo

1. CALL TO ORDER:

The Special 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:

Trustee James Pennington led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

Two visitors

6. PUBLIC COMMENTS:

No public comments

7. TRUSTEE COMMENTS:

Four trustee made comments

8. OPEN SESSION ITEMS:

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

8.1- Endowment Care Fee Update:

Bernardo reported the current cremation burials Endowment Care Fees are \$195, but the Heath and Safety Code states Endowment Care Fees need to be \$200, and the Rose Garden is currently at \$75 and it needs to increase to \$100. No action taken by the Board.

Chairman Ramos called for a recess of the board at 1:30 pm to contact legal counsel about permitting public participation during the items on the agenda. Chairman returned at 1:33 pm, announced the public could participate and resumed to open session.



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8.2 - Five-year planning:

The Board decided to allow everyone in attendance at the meeting to participate with suggestions or recommendations to develop a strategic five-year plan to improve the operation of the cemetery district. There were a total of 56 suggested items submitted for consideration that were posted on a flip chart, and then grouped into the following categories:

1. Options for cremations and burials
2. Automated gates at both cemeteries and fencing
3. Develop charter for Audit Committee
4. Overall policy and procedures handbook
5. North and Kern expansion
6. Revenue production
7. Tree master plan and Landscaping

The board decided to prioritize the above recommendation and to have another meeting to set forth the guidelines and time frame to accomplish the recommended goals. Trustee Alberto Aguilar and Audit Committee member, Linda Maloy volunteered to develop a charter for the Audit Committee.

9. ADJOURNMENT OF SPECIAL BOARD MEETING:

Chairman, Carlos Ramos adjourned meeting at 3:30 pm

Respectfully Submitted,

Board Secretary

Clara Bernado
Dist. Manager