



**Tulare Public Cemetery District  
Regular Board Meeting Minutes  
Thursday, September 28, 2023**



**A REGULAR BOARD MEETING OF TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, SEPTEMBER 28, 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 and Secretary Alberto Aguilar

**BOARD MEMBERS ABSENT:** Trustees Xavier Avila and Stephen Presant

**STAFF PRESENT:** District Manager Clara Bernardo, Ground Supervisor David Faria and Legal Counsel Thomas Degn

**1. CALL TO ORDER:**

The Regular Board Meeting was called to order at 1:02 pm by Chairman Carols Ramos

**2. ROLL CALL:**

Carlos Ramos, James Pennington, and Alberto Aguilar

**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:**

Six public members in attendance

**6. PUBLIC COMMENTS:**

Four public comments

**7. TRUSTEE COMMENTS:**

Three trustees made 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:**

David reported that we have been short staffed with some crew members being sick or taking vacation time off. Chairman Ramos asked David to keep track of hours worked.

Trustee Xavier Avila attended meeting at 1:21 pm

**8.2- Approve Minutes for Regular Board meeting of August 24, 2023:**

Aguilar motion, Avila seconds to approve minutes with corrects. Vote (4-0) Motion passes

**8.3- Approve Minutes for Special Board Meeting August 31, 2023:**

Aguilar motion, Avila seconds to approve minutes Vote (4-0) Motion passes

**8.4-Interment & Pre-Need Count for July & August 2023:**

Item Skipped



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**8.5-Proposals for sidewalk repair on Sonora Exit and R Street (Inyo Exit):**

Ramos removed himself from meeting due to relationship with one vendor. Board reviewed and discussed the three bids submitted, and due to irregularities, no agreement was made on selection of a bid. The board recommended Request For Proposal(RFP) for the work to be done. Acting Chairman Pennington stated there was no action taken when Ramos returned to the meeting.

**8.6-Equipment Maintenance Logbook:**

Tabled Item

**8.7-Bank of Sierra CD Check:**

Ramos gave brief update on Bank of the Sierra CD. Alberto motioned and Pennington seconds to transfer the Bank of Sierra CD Check back to the county, and put money back into fund 772. Vote (3-0-1) Avila abstained motion passes.

**8.8-Out of District Policy:**

After discussion and deliberation this item was tabled.

**9.- FUTURE AGENDA ITEMS REQUEST:**

- A) Alberto- Audit Committee Charter
- B) Xavier- Verification Meeting
- C) Alberto- Outsourcing Financials

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

Nothing to report

**11- CLOSED SESSION:**

11.1-District Manager's Review

11.2-Conference with Legal Counsel-Significant Exposure to Litigation

Significant Exposure to Litigation (Government Code § Section 54956.9(b) (Two Matters)

At 2:27 pm - Board moved to closed session

At 4:42 pm - Board had nothing to report

**ADJOURNMENT OF SPECIAL BOARD MEETING:**

Chairperson Ramos adjourned the meeting at 4:42 pm

Respectfully Submitted,

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Board Secretary

*Clara Bernardo*  
*Dist. Manager*