



Tulare Public Cemetery District Regular Board Meeting Minutes Thursday, December 5, 2024



A REGULAR BOARD MEETING WAS HELD ON THURSDAY, DECEMBER 5, 2024 AT 1:00 PM, IN THE CONFERENCE ROOM, LOCATED AT 900 EAST KERN AVENUE, TULARE, CA.

BOARD MEMBERS PRESENT:

Chairman, Stephen Presant (Steve), Vice Chairman, Carlos Ramos (Charlie), Secretary, Patricia Hitlin (Trish) and Trustees Xavier Avila and Michele Lima

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

District Manager, Clara Bernardo and Legal Counsel Brian Hughes

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:03 pm by Chairman Steve Presant

2. ROLL CALL:

Steve Presant, Trish Hitlin, Charlie Ramos, Xavier Avila and Michele Lima

3. PLEDGE OF ALLEGIANCE:

Secretary Trish led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

1 visitor

6. PUBLIC COMMENTS:

1 public comment

7. TRUSTEE COMMENTS:

4 Trustee 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-Approve minutes for Special board Meeting November 7, 2024, November 13, 2024, November 14, 2024 and November 15, 2024:

Xavier motions Michele seconds to approve November 7th Special Meeting vote 5/0 motion passes. Michele motion Charlie seconds to approve November 13th Special Meeting vote 4/0 Xavier abstain motion passes. Trish motions Charlie seconds to approve November 13th Special Meeting vote 4/0 Xavier abstain vote passes. Xavier motions Charlie seconds to approve November 15th with corrections Vote 5/0 motion passes

8.2- Report on Golden State Risk Management Training:

Steve and Clara talked about their conference training

8.3- Report on Barnes Memorial meeting:

8.3a- Revise to Location Kern- Grave Memorial Marker Rules & Regulations

Charlie and Clara meet with Shelby, they talked about the backlog. They will update the handshake agreement with policy about grave repair.



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8.4-Audit Meeting:

8.4a- Review Audit Committee Report

Steve reported on the Audit Committee meeting

8.4b- Audit minutes for October 21, 2024

8.5- August, September and October financials:

Charlie motion, Michele second to approve August financials. Vote 4/1 Xavier nay motion passes. Charlie motion, Michele second to approve September financials. Vote 4/1 Xavier nay motion passes. Charlie motion, Michele seconds to approve October financials. Vote 4/1 Xavier nay motion passes.

8.6- Resolution to transfer 772 Fund to Bank of the Sierra and Appoint Board Treasure:

Charlie motions Michele seconds to approve Resolution to transfer funds. Vote 4/1 Xavier nay motion passes
Charlie motions and Steve seconds to nominate Michele as Treasure. Vote 4/0 Xavier abstain motion passes

8.7- Proposed changes to Tulare Public Cemetery By-Laws Section C.1 Meeting Time:

Xavier motion Michele seconds to change the meeting time to 5:30 pm. Vote 5/0 motion passes

8.8- Approved update Agricultural Lease Agreement:

Xavier motion Charlie seconds to approve Agricultural Lease Agreement Vote 5/0 motion passes

8.9- Selection of Members on the Tulare Public Cemetery Standing and Ad- Hoc Committees:

Steve created Evaluation Summary + Negotiative Ad Hoc Committee

9.- DISTRICT MANGER'S REPORT:

9a- Grounds Supervisor Chris is leaving the cemetery as a full-time employee in mid-December

9b- There will be a meeting Monday Dec. 9th with Ad Hoc

9c- Equipment issues. Board will have a special meeting to discuss capital expenses

9d- Employees have been CPR certified

9e- Employees and Clara trained on shoring requirements for burials

9f- Kiwanis is donating hot chocolate for the Tree of Remembrance

9g- Christy Vaults will do a monetary donation to the Tree of Remembrance

9h- Clara asked for people wishing to volunteer for the Tree of Remembrance

9i- Clara will meet with the auditor this week

10- FUTURE AGENDA ITEMS REQUEST:

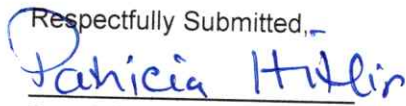
10a- Review security at the North

10b- Repair of headstones and planned of new concrete

11- ADJOURNMENT:

Chairman Presant adjourned the meeting at 3:27 pm.

Respectfully Submitted,


Board Secretary