

IN THE MATTER OF Request to adopt a)
 resolution authorizing the Chair, Vice) Resolution No. TPC 2025-009
 Chair, or designee to sign documents)
 required by the County Auditor/Treasurer)
 to disburse funds to the District.)

AYES: TRUSTEES MICARI, VANDER POEL, SHUKLIAN, VALERO, AND TOWNSEND
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



BY: Melinda B
Chief Clerk

- Tulare Public Cemetery District
7.8.2025
KB



TULARE PUBLIC CEMETERY DISTRICT

AGENDA ITEM

TRUSTEES

LARRY MICARI
Trustee

PETE VANDER POEL
Trustee

AMY SHUKLIAN
Trustee

EDDIE VALERO
Trustee

DENNIS TOWNSEND
Trustee

AGENDA DATE: July 8, 2025

SUBJECT: Request to adopt a resolution authorizing the Chair, Vice Chair, or designee to sign documents required by the County Auditor/Treasurer to disburse funds to the District.

REQUEST(S):

That the Board of Trustees:

1. Authorize the Chair and Vice Chair to sign documents required by the County Auditor/Treasurer to disburse funds to the District.
2. Authorize any Trustee to sign documents required by the County Auditor/Treasurer to disburse funds to the District when the Chair and/or Vice Chair are unavailable.
3. Require the signature of two Trustees to submit documents required by the County Auditor/Treasurer to disburse funds to the District.

SUMMARY:

The County Auditor requires a Payment Voucher Request (PVQ) and a Special District Order to Disburse Funds to be submitted in order to release funds from the County Treasury to the District. These documents may only be signed by individuals designated by the Board of Trustees to sign on behalf of the District.

Presently, there is no Trustee designated to sign these documents on behalf of the District. As a best practice, staff recommends requiring a minimum of two Trustees to sign these documents as a measure to protect against fraud and mismanagement.

In addition, while every attempt will be made to obtain authorized signatures of the Chair and Vice Chair, there may be occasions where availability does not allow for the Chair and Vice Chair to sign. Therefore, staff requests that the other Trustees be authorized to sign these documents when the Chair and/or Vice Chair is unavailable to sign.

FISCAL IMPACT/FINANCING:

There is no fiscal impact to the District associated with this request.

SUBJECT: Request to adopt a resolution authorizing the Chair, Vice Chair, or other
Trustee to sign documents required by the County Auditor/Treasurer to
disburse funds to the District.
DATE: July 8, 2025

ADMINISTRATIVE SIGN-OFF:

/s/ Clara Bernardo
Clara Bernardo
District Manager

Cc: County Administrative Office

ATTACHMENT(S) –

Attachment A – Sample Special District Order to Disburse Funds
Attachment B – Sample Payment Voucher Request Form (PVW)