



Tulare Public Cemetery District Regular Board Meeting Minutes Tuesday, September 24, 2024



A REGULAR BOARD MEETING WAS HELD ON TUESDAY, SEPTEMBER 24, 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, Thomas Degn

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:00 pm by Chairman Steve Presant

2. ROLL CALL:

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

3. PLEDGE OF ALLEGIANCE:

Chairman, Steve Presant led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

6. PUBLIC COMMENTS:

Ten public comments

7. TRUSTEE COMMENTS:

Four 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-Brown Act Training by County Counsel:

8.1a- Regular vs Special Meeting

A Regular Board meeting is set on the same day of each month at the same time. A Special meeting is used to address certain issues on any day of the month at time.

8.1b- Allowance of public comments at standing committee meetings

Any item on the agenda the board takes action on requires a public comment. The Audit Committee also requires a public comments section. Comments do need to be limited according to Audit Committee subject matter.

8.1c- Limitations on social media interactions under Gov Code Section 54952.2(a)3(A)

The Board isn't allowed to comment on another's board post or share it. The post does have to be accessible to other to view

8.2- Remedial Action for Brown Act Violations: Training was the remedial action.

Training by Legal Counsel, Thomas Degn



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8.3- Approval minutes for Regular Board Meeting August 22, 2024:

Charlie motion, Xavier seconds to approve Regular Board Meeting minutes with corrections. Vote 5/0 motion passes

8.4- Approve minutes for Special Board Meeting August 28, 2024:

Xavier motion, Michele seconds to approve Special Board Meeting minutes. Vote 5/0 motion passes.

8.5- Audit Committee:

8.5a- Review Audit Committee Report

Steve gave update on the Audit Committee report

8.5b- Audit minutes for July 25, 2024

Audit Committee approved the minutes

8.6- Approval of June 2024 Financials with update on Interment Count:

Charlie motions, Michele seconds to approve June 2024 Financials Vote 4/1 Xavier nay

Chairman Steve adjourned to close session at 2:21 pm.

10. CLOSED SESSION:

- 10.1- CONFERENCE WITH LEGAL COUNSEL-SIGNIFICANT EXPOSURE TO LITIGATION- Pursuant to Government Code Section (d) (2) 2 matters
- 10.2- PUBLIC EMPLOYMENT- Government Code Section 54957 to consider potential employment of public employee in the role of Grounds Crew Supervisor

Board returned to open session from close session at 3:26 pm

11.- OPEN SESSION FROM CLOSED SESSION:

11.a- Announcements from Closed (if Any)

Steve reports out, the board censure Trustee Xavier Avila for communicating with an employee after he's been asked by the employee to stop.

11.b- Censure of Xavier Avila

Charlie motions Michele seconds to censure Xavier Avila. Vote 3/0/1 Trish abstain

11.c- Hiring of a possible Grounds Crew Supervisor

8.20- Future Board Meetings in October, November, and December:

October 3rd Special Board Meeting, October 22nd for a Regular Board Meeting, and the last Regular Board Meeting on December 5th.

8.7- Resolution No. 2024/25-1 to transfer \$60,627 Endowment Interest into Fund 817:

Charlie motions, Xavier seconds to approve Resolution No. 2024/25-1. Vote 5/0 motion passes

8.14- Change Tulare Public Cemetery Officers names on the Bank of the Sierra checking account and future bank of the Sierra Certificate of Deposit Account Fund 886

Chairman Presant asks that the Board approve the names on the Bank of Sierra Checking Account to be Steve Presant, Patricia (Trish) Hitlin and Charlie (Carlos) Ramos, removing the name of Xavier Avila, and that the names on a future Certificate of Deposit Account Fund 886 to be Steve Presant, Patricia (Trish) Hitlin and Charlie (Carlos) Ramos. Trish motions, Xavier seconds to approve names changes to the Bank of the Sierra. Vote 5/0 motion passes



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8.15- CAPC Training October 11&12 in San Luis Obispo:
Michele and Steve will attend.

8.17- GRSMA Conference (Golden State Risk Management) October 24 & 25
Clara and Steve will attend the conference

8.16- PlotBox Update-

8.16b- Training October 16 & 17:

Clara and Lydia will attend PlotBox training

8.18- Headstone Exceptions/Variance:

8.18a- Jose T. Casas Bedolla-North Block C Row Y Grave 43

The base of the headstone is 5 inches bigger than the headstone requirements. Xavier motion, Charlie seconds to approve the headstone. Vote 1/3 Michele, Steve and Charlie nay. Motion fails. Xavier motions, Steve seconds to reduce the height down to two inches into the concrete to make it meet the headstone requirements. Vote 2/2 Michele and Charlie nay. Motions fails

8.18b- Linda Baldwin- North Block A Row Z Grave 54 Flat Stone:

Charlie motions, Xavier seconds to move the headstone on the purchase grave and to put the flower vases on top of the concrete base. Vote 4/0 motion passes

8.19- Bench Pad purchases/ request:

8.19a- Payment Plan options

Possibly bench pad payment plan

8.8- Proposed changes to Tulare Public Cemetery By-Laws Section B.4 Election of Officers

Steve motions, Michele second to change the By-Laws as indicated in page 29. Vote 3/1 Charlie nay

9.- DISTRICT MANGER'S REPORT:

Clara announces Everafter powered by PlotBox is now live and available to use on Tulare Public Cemetery website.

12- FUTURE AGENDA ITEMS REQUEST:

12a- 8.9-Status of grounds condition at both cemeteries-tabled

12b- 8.10- Status on marker repair and contractor installed concrete marker pads-tabled

12c- 8.11- Status on Tulare Public Cemetery Five Year Plan-tabled

12d- 8.12- Code of Conduct of Tulare Public Cemetery Committee Members-tabled

12e- 8.13- Selection of Members on Tulare Public Cemetery Committee is requested-tabled

12f- 8.16a- Available plots for North and Niches at Kern-tabled

12g- 8.19b- Francisco Sanchez Ramirez request at Kern-tabled

12h- 8.19-c Irma M. Ballesteros request at North-tabled

13- ADJOURNMENT:

Chairman Presant adjourned the meeting at 4:33 pm.

Respectfully Submitted,



Board Secretary