



Tulare Public Cemetery District Regular Board Meeting Minutes Thursday, January 23, 2025



A REGULAR BOARD MEETING WAS HELD ON THURSDAY, JANUARY 23, 2025 AT 5:30 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 5:32 pm by Chairman Steve Presant

2. ROLL CALL:

All board members present

3. PLEDGE OF ALLEGIANCE:

Chairman Steve led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

7 visitors

6. PUBLIC COMMENTS:

4 public comment

7. TRUSTEE COMMENTS:

3 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- Election of Board Officers:

Charlie motioned, Michele second to elect Steve as Chairman. Vote 4/1 Xavier opposed. Motion passes. Steve motioned, Michele seconds to elect Charlie as Vice Chairman. Vote 4/1 Xavier opposed. Motion passes. Steve motioned to Charlie seconds elect Trish as Secretary and Michele as Treasurer. Vote 5/1 motion passes

8.2- Approval of minutes for Board Meeting on October 22, 2024 and Board Meeting on December 5, 2024 and Special Board Meeting for January 17, 2025:

Charlie motions, Trish seconds to approve minutes for October 22, 2024. Vote 5/0 motion passes. Charlie motions, Trish seconds to approve December 5, 2024 minutes with corrections. Vote 5/0 motion passes. Charlie motion, Trish seconds to approve minutes with corrections for January 17, 2025. Vote 5/0 motion passed.

8.3- Resolution 2024/2025- ____: A Resolution Of The Tulare Public Cemetery District Adopting Rosenberg's Rules Of Order As The Official Parliamentary Procedures For Board Meetings:

Tabled item



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8.4- Resolution 2024/2025- ____: A Resolution Of The Tulare Public Cemetery District Adopting A Code Of Conduct For Members Of The Board Of Trustees:

Charlie motion, Trish seconds to approve Resolutions 2024/2025-5 Vote 5/0 motion passes

8.5- District Manager's Contract:

Board took recess at 6:47 pm

Board returned from recess at 6:53 pm

Charlie motions, Michele seconds to approve District Manager's Contract. Vote 4/1 Xavier nay motion passes

8.6- Audit Meeting:

8.6a- Review Audit Committee Report

Steve gave an update on the audit committee

8.6b- Audit minutes for November 26, 2024

Audit committee approved the minutes for November 26, 2024

8.7- November Financials:

Charlie motions, Trish seconds to approve November financials. Vote 4/1 Xavier nay

8.8- Calendar of 2025 Events:

Discussion by the board for various dates for 2025

8.9- General Counsel Review of Statements of Economic Impact Form 700 Filing Requirements:

Legal Counsel Brian, spoke of the importance of filling out Form 700 and submitting it. The Form 700 is due April 1, 2025

8.10- Additional Office Position:

Clara is looking into hiring a full-time office staff to help with HR, QuickBooks, and accounting
No action was taken

8.11- Resolution 2024/2025-4 to Transfer \$50K from Fund 817 to Fund 772:

Xavier motion, Charlie seconds to approve Resolution 2024/2025-4. Vote 5/0 motion passes

8.12- Public Meeting to consider increase of fees for various burial services effective February 1, 2025:

Tabled Item

8.13- Discussion/possible Board action on maintenance responsibilities of cemetery headstone/cement foundations and potential for pre-poured rows with input from District Counsel:

Discussion, no action taken

8.14- Proposed Out of District Policy:

Charlie motion, Xavier seconds to approve Out of District Policy. Vote 5/0 motion passes

8.15- Hispanic Chamber of Commerce Membership:

Xavier motion, Charlie seconds to join the Hispanic Chamber of Commerce Membership. Vote 4/1 Michele nay



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8.16- Review/Change/Removal of Members on the Tulare Public Cemetery Standing and Ad-Hoc Committees:

The Audit Committee will also do the verification of the grounds paperwork

8.17- PUBLIC HEARING: Resolution 2024/2025-___: A Resolution of Censure Adopted by the Board of Trustees of the Tulare Public Cemetery District Regarding the Conduct of Trustee Avila:
Charlie motions, Michele seconds to approve Resolution 2024/2025-5. Vote 4/0 motion passes
Recused: Xavier

9.- DISTRICT MANGER'S REPORT:

- 9a- Recommends the Audit Committee to revisit the budget
- 9b- Reviewing price increases, flat headstones have been sprayed now spraying all tall headstones areas
- 9c- Excavation problems at the North. Need to invest in better equipment
- 9d- Application for Grounds Supervisor, meet with Xavier and Michele still looking for a qualified Grounds Supervisor
- 9e- Oleander Lane is finally getting gits first headstone
- 9f- A bench was hit by a drunk driver at the Kern. A police report was made. Needs to be fixed. Michele offers to donate \$100, Trish \$100, Charlie \$150. and a member of the public Alberto offers to donate \$50. Clara will speak to Barnes Memorial to replace the bench damages
- 9g- North J Gates are open full time
- 9h- Work Place Violence Program Training employee have completed it
- 9i- February 5th there's a meeting in Madera hosted by Golden State. Phyllis and Lydia will attend in the morning only Clara will attend all day
- 9j- Clara announced the new office entry.
- 9k- Looking into speed bumps

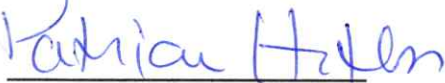
10- FUTURE AGENDA ITEMS REQUEST:

- 10a- Audit report
- 10b- Fee schedule
- 10c- Modification of the Bylaws
- 10d- Discussion on developing a parking area for the cemetery

11- ADJOURNMENT:

Chairman Presant adjourned the meeting at 9:10 pm.

Respectfully Submitted,



Board Secretary