



**Tulare Public Cemetery District
Regular Board Meeting Minutes
March 24, 2022**



CALL TO ORDER:

The Tulare Public Cemetery Regular Board Meeting was called to order at 1:05p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Jim Pennington. Other trustees present were Vice Chairman Charlie Ramos, Secretary Steve Presant, Trustees Xavier Avila, Alberto Aguilar and District Manager Clara Bernardo.

RECONGNITION OF VISITORS:

Four members of the public was attendance.

PUBLIC COMMENTS:

Three members of the public spoke

TRUSTEE COMMENTS:

Four Trustees spoke

OPEN SESSION:

- 2.1 Avila moved to approve February 24, 2022 minutes as corrected. Vote (5-0)
- 2.2 Linda Maloy spoke of the
 - A- Flag installation pattern for the May Memorial Day event
 - B- Receives calls for headstone cleanup, says it's very rewarding
 - C- She is currently working on matching loose oval ceramic photos to missing headstones
 - D- Working on getting measurements on a flag for Memorial Day.
- 2.3 Bernardo reported on
 - A- Sprinklers are coming back on
 - B- Cleaning up of trees
 - C- Use of the south side of Kern Plots are still going forward.
 - D- New chairs and popup tents have been order for services and canopies have been fixed
- 2.4 Presant presented discussion of March 21, 2022 Audit Committee Meeting.
- 2.5 Ramos moved to approve January 2022 financials Vote (5-0)
- 2.6 County Counsel Aaron Zaheen presented training on what is a contract? Who can sign? What wording is in a contract and what can go wrong?
- 2.7 New Business:
 - A- Avila asked to consider moving funds into Fund 807.
 - B- Avila asked to consider a board workshop to plan for future projects.
 - C- Ramos would like to add a policy on loitering on next agenda

Avila left the meeting



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2.8 Ramos moved to approve use of DocuSign. Vote (4-0)

2.9 Board reviewed Ad Hoc Committee results for New Employee handbook dated 12/9/2021.

Ramos moved to approve 12/9/2021 Employee Handbook as corrected by Board noting multiple changes. Full time employment is at least 32 hours on Page 3; Remove first paragraph under Qualifications on page 4 and add that no cemetery employee or officers of the cemetery will supervised/oversee minor children volunteers; Copies of documents from 12 cents to 15 cents per page on page 10; Remove per diem rate on Page 13; Paid Jury Duty to 2 days on Page 28; Changes approved by consensus.

Avila returned to meeting

2.10 Board decided to the pre-pay contracts service fee was a price change and a public hearing at the next board meeting would be necessary to approve.

2.11 Board discusses the naming of Kern Cemetery roads for a fee but decided to pursue fund raising for names.

2.12 Additional Plots-Item tabled

2.13 Ramos moved to ask Aaron Zaheen county council to create a RFP (Request for Proposal) to enclose entire Kern Cemetery with metal wrought iron fencing. Vote Aguilar-yes, Ramos-yes, Pennington-yes, Presant-yes and Avila-no. Vote total (4-1)

2.14 Bernard, Aguilar, Ramos and Pennington spoke of their experience at the recent (CAPC) California Association of Public Cemetery convention in Monterey.

2.15 Board and District Manger discussed ~~controversy~~ ^{inflammatory} comments made by Trustee Aguilar at the CAPC meeting. Presant asked for an agenda item to censure Trustee Aguilar at the next board meeting because of comments made at the recent CAPC meeting. Avila moved to censure. Vote Avila-yes, Presant- yes, Pennington-no, Ramos-yes, Aguilar-no. Vote Total (3-2)

Adjourned at 5:50pm

Respectfully Submitted,

Steve Presant
Board Secretary