



Tulare Public Cemetery District Regular Board Meeting Minutes Tuesday, October 22, 2024



A REGULAR BOARD MEETING WAS HELD ON TUESDAY, OCTOBER 22, 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

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:01 pm by Chairman Steve Presant

2. ROLL CALL:

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

3. PLEDGE OF ALLEGIANCE:

Vice Chairman, Charlie Ramos led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

3 visitors

6. PUBLIC COMMENTS:

3 public comments

7. TRUSTEE COMMENTS:

5 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 of September 24, 2024 and October 3, 2024

Charlie motions, Michele seconds to approve September 24, 2024. Vote 5/0 motion passes. Charlie motions, Michele seconds to approve October 3, 2034. Vote 5/0 motion passes.

8.2- Report on CAPC Annual Education Seminar and PlotBox training

Charlie gave brief update on the seminar that Michele and himself attended. He spoke regarding the annual audit and the investment training they received. Overall it was a great training.

8.3- Audit Meeting:

8.3a- Review Audit Committee report:

Steve announced the meeting was at 5:30 pm. He welcomed new committee member Michele Lima who replaced Xavier Avila. Carline Ringius resigned because the program was in the evening and he accepted the resignation. Linda Maloy was not reappointed.



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8.3b- Audit minutes for September 18, 2024

The audit committee reviewed and approved the minutes. There was a discussion on the June financials from Tulare County and Steve read a letter from Andy Hinojosa the CPA.

8.8- Approve updated Conflict of Interest Code:

County Counsel added Committee members must require a form 700 in Exhibit A. Xavier motions, Charlie seconds to approve. Vote 5/0 motion passes

8.7- Approve CAL-Card Application:

Steve suggest to add Clara and Michele as authorized signers on section D and F and Steve's name on section E. Xavier motions, Trish seconds to approve CAL-Card. Vote 5/0 motion passes

8.6- Approve Solar Lease Contract:

Board discussed and reviewed contract. Xavier motion, Michele seconds to have a conditional approval on no negative by the Board members and prove of financials stability and the deletion of 12J. Vote 5/0 motion passes.

8.5- Security at North J Cemetery:

Xavier motion, Michele second to have security weekends, holidays and special events. Vote 5/0 motion passed

8.4- Approve July 2024 Financials:

Michele motion, Trish seconds to approve July 2024 Financials. Vote 4/0/1 Xavier abstain

8.9- District video recording of meeting:

Steve announced the District has been having issues with livestreaming due to the Wi-Fi cutting off. So the meeting will only be recorded.

9.- DISTRICT MANGER'S REPORT:

9.a- Clara announce there's a lot of new things coming to PlotBox, life insurance, paying online, mapping and ect.

9.b- The District will have to look into another account. Andy is resided he will get the financials up to September

9.c- The Auditor will be coming sometime in November

9.d- pipes underground have broken, those are being repaired.

12- FUTURE AGENDA ITEMS REQUEST:

12a- Adjusting the meeting time

12b- By-Laws changed for Board meeting time change

12c- Grounds are going into dormant

13- ADJOURNMENT:

Chairman Presant adjourned the meeting at 4:33 pm.

Respectfully Submitted,



Board Secretary