CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:00 p.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Xavier Avila. Trustees present were Vice Chairperson Stephen Presant, Secretary Carlene Ringius, Trustee Alberto Aguilar and Trustee Vicki Gilson.

RECOGNITION OF VISITORS:

None

PUBLIC COMMENTS:

At 1:03 p.m. Chairperson Avila opened up for Public Comments.

There were no public comments.

TRUSTEE COMMENTS:

Trustee Gilson commented why the majority of the board decided to have a special board meeting and felt that she did not know what was going on with the board meeting date.

Trustee Aguilar spoke on a subpoena he received to testify regarding the hospital district. He wanted to inform the board that all board members can be sued individually. He also commented on the revolving fund status – The District and the Board are still not in compliance with the provisions set forth within government code sections 53952, (a), 53955, 53956, 53957, 53958, and 53959.

Secretary Ringius informed the board that her term will be up and is not reapplying for a new term. She informed the board that as of January 7, 2020 she will no longer be a Trustee or the Board Secretary.

Chairperson Avila thanked Secretary Ringius for her service on the board and thanked her for all the work she has done on the board. Chairperson Avila read an e-mail he sent to all board members regarding meeting dates and didn’t feel that there was anything pressing that couldn’t be done at a later date.

Vice Chairperson Presant also thanked Secretary Ringius for all the good work she has done while on the board

CEMETERY SIGNS (DISCUSSED AND CARRIED OVER FROM OCTOBER MEETING):

Motion was made to have all flowers in the vases be thrown out by Vice Chairperson Presant, second by Secretary Ringius (4-1) Trustee Aguilar opposed. Secretary Ringius presented to the board a flyer that will inform the public of the vases and mosquitos. Motion was made by Vice Chairperson Presant to approve the flyer presented, second by Secretary Ringius (4-1) Trustee Aguilar opposed.

BOARD MINUTES NOT REVIEWED AT OCOTBER MEETING:

There were no board minutes to approve.

CORRECTED 9/19 FINANCIALS – 9/19 PAYROLL REPORTS – RIGO SIGNS INVOICES:

There were no financials to approve.

WEBSITE UPDATE:

Office Manager Castaneda informed the board of the upcoming webinar and training staff will be having on Wednesday 27, 2019 at 10:30 a.m.

PONTEM SOFTWARE UPDATE:

Office Manage Castaneda informed the board that she spoke to Karina of Pontem and requested some maps and Pontem is still working on the software.

GRAND JURY COMMUNICATIONS REVIEW AND UPDATE:

Office Manager Castaneda informed the board that the Grand Jury’s request was met and they will be picking up the information requested on November 26, 2019. Office staff is waiting for it to be picked up.

ANNUAL AUDIT UPDATE AND REPORT:

Trustee Gilson reported that one of the auditors doing the district’s audit had left the firm and asked when will Audit 2019 be available to the board? Office Manager Castaneda informed the board that she had not heard from the auditors and was not aware that one of the partners had left.

CURRENT VAULT POLICY:

Office Manager Castaneda informed the board that she has never seen a vault policy. The board members who requested this item did not present a current vault policy. Motion was made to make a vault policy by Trustee Aguilar, second by Trustee Gilson (3-2) Chairperson Avila and Vice Chairperson Presant opposed. Chairperson Avila appointed Trustees Aguilar and Gilson to an Ad Hoc Committee to make a vault policy.

REVOLVING FUND STATUS:

Trustee Gilson informed the board that the revolving fund currently being used is currently noncompliance with the Health & Safety Code.

SECURITY:

Office Manager Castaneda reported to the board on the gate that was hit and a headstone that was also hit. She informed them that she had made a police report regarding the fence and also reported it to the insurance company. The insurance company is having an assessor come in to take a look at the fence. For the past few nights now there has been someone coming into the cemetery and just vandalize the cemetery by turning on all the faucets, turned over garbage cans and broke the bricks in C section. Office Manager Castaneda called the police to have them come out and patrol the grounds at night. Chairperson Avila appointed an Ad Hoc Committee for Security. He appointed Secretary Ringius and Trustee Aguilar.

REQUIRED SEXUAL HARASSMENT TRAINING FOR THE DISTRICT EMPLOYEES AND TRUSTEES:

Trustee Aguilar informed the board that prevention of sexual harassment training is due by January of 2020 for all employees, management and trustees.

ADJOURNMENT:

Having nothing further to discuss Chairperson Avila adjourned the meeting at 3:42 p.m.

Respectfully Submitted,

Board Secretary Carlene Ringuis