

Tulare Public Cemetery District
Regular Board Meeting Minutes
January 30, 2020

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:06 p.m., at 900 E. Kern Avenue, Tulare, California by Vice Chairperson Stephen Presant. Trustees present were Trustee James Pennington and Trustee Alberto Aguilar.

Trustee Vicki Gilson was absent. Chairperson Xavier Avila was running late.

At 1:09 p.m. Chairperson Xavier Avila walked into the meeting.

RECOGNITION OF VISITORS:

None

PUBLIC COMMENTS:

At 1:12 p.m. Chairperson Avila opened up for Public Comments.

Linda Maloy and Vicky Gordon announced that they have stated a new foundation call the Cemeterians – Tulare which is a non-profit organization to help the cemetery and the community of Tulare.

TRUSTEE COMMENTS:

Vice Chairperson Presant commented on the construction that is all over Tulare and seems that this will mean more property tax in the community.

Trustee Aguilar reminded the board that according to the district's bylaws any new board member needs to take an educational meeting to know what the rules and regulations are. Trustee Aguilar asked that this be done in the near future. Trustee Aguilar also commented on the policies he was asked to write for the district which he submitted to the office manager to be added on today's agenda and was not. Trustee Aguilar asked why does the board have him make policies if the chairperson will not add them to the agenda to be voted on? He feels it is a waste of his time to write the policies if the board is not going to review them.

Chairperson Avila responded to Trustee Aguilar's comments on the agenda. Chairperson Avila felt the agenda was already long that called for a long meeting. He then asked the office manager not to add the policies to the agenda

ELECTION OF OFFICERS:

Trustee Avila nominated Trustee Stephen Presant as Chairperson, second by Trustee Pennington. No other nominations were announced for chairperson.

Nominee Stephen Presant for Chairperson (4-0).

Chairperson Presant nominated Trustee Avila as Vice Chairperson, second by Trustee Pennington.

Nominee Xavier Avila for Vice Chairperson (4-0)

Chairperson Presant nominated Trustee Pennington as Secretary of the board to replace Carlene Ringius former Secretary of the board, second by Vice Chairperson Avila.

Nominee James Pennington for Secretary (4-0).

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MANAGER'S SALARY:

It was motioned by Vice Chairman Avila to raise the rate of pay for Office Manager, Leonor Castaneda to \$26.00 per hour, second by Secretary Pennington (3-1). Trustee Aguilar opposed.

DISCUSSION OF SECRETARY/GROUNDSMEN SALARY:

It was motioned by Secretary Pennington to start the Secretary position at a hiring rate of \$17.00 per hour, second by Trustee Aguilar. (4-0) It was motioned by Vice Chairperson Avila to raise the rate of pay for Foreman Faria to \$22.00 per hour, second by Secretary Pennington (3-1). Trustee Aguilar opposed.

APPROVAL OF DECEMBER 18, 2019 MINUTES, DECEMBER 31, 2019 SPECIAL MINUTES & JANUARY 8, 2020 SPECIAL MINUTES:

In accordance with Robert's Rules of Order Chairperson Presant approved the Minutes as corrected.

SEPTEMBER, NOVEMBER, & DECEMBER 2019 FINANCIAL REPORTS:

Motion by Vice Chairperson Avila to approve the September, November and December Financial Reports, second by Secretary Pennington (3-1) Trustee Aguilar opposed.

AUDIT COMMITTEE REPORT:

At this time Chairperson Presant appointed Secretary Pennington to the Audit Committee. Secretary Pennington accepted the position. Chairperson Presant informed the board that Carlen Ringius has resigned from the Audit Committee. He also reported that the audit committee reviewed all of the Rigo Signs invoices from April to December of 2019. Chairperson Presant recommend for changes on the Employee Handbook in particular on the introductory period and holiday pay.

He also reported to the board that the Audit Committee meet on January 24th at 1:00 p.m. with the auditor Rob Dennis via telephone conference. The Audit Committee took a first look of the Draft Audit for the district and they had some recommend changes for him.

REVOLVING FUND RESOLUTION 2019/2020 – 3:

Vice Chairperson Avila motion to approve Resolution 2019/2020 – 3, second by Secretary Pennington (3-1) Trustee Aguilar abstained.

GOPHER MACHINE:

Vice Chairperson Avila motioned to approve for the district to buy a gopher machine to get rid of the gophers, second by Secretary Pennington (4-0).

MADERA TRAINING FOR GROUNDS KEEPERS:

Trustee Aguilar approved the training for the grounds keepers and for them to take a car rental, second by Vice Chairperson Avila (4-0)

GRAVE REPURCHASE OFFER:

It was motioned by Vice Chairperson Avila to change the policy of Grave Repurchases for Kern Cemetery at a minimum rate of \$500, second by Secretary Pennington (4-0). At this time the board asked county counsel Aaron Zaheen to make the changes to the current policy.

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REVIEW OF PROPOSED CHANGES TO THE EMPLOYEE HANDBOOK:

As recommend previously by Chairperson Present in his Audit Committee report to make changes to the Employee Handbook. Motioned by Trustee Aguilar to make those changes, second by Secretary Pennington (4-0).

REVIEW OF POLICY FOR KERN CEMETERY RULES & REGS.:

This item was tabled.

REVIEW OF SERVICE SCHEDULING POLICY:

This item was brought before the board by the Office Manager Castaneda because staff had recent difficulties by a funeral home who changed the interment date less than 24 hours before the original interment date. Office Manager Castaneda reported that this funeral home changed the date 3 weeks out. Office Manager Castaneda felt that to have a grave open for 3 weeks is a liability issue for the cemetery and asked the board to change the Service Scheduling Policy to show that if a funeral home changes the service date 48 hours before the service was originally scheduled for that funeral home will be charged opening/closing and vault handling cost.

At 3:26 p.m. Vice Chairperson Avila left the board meeting.

Motion was made by Secretary Pennington to amend the Service Scheduling Policy if a mortuary reschedules the services the mortuary is responsible for opening/closing, vault handling, and admin fees and for the Worksheet also to be amended, second by Trustee Aguilar (3-0). The board at this time asked Aaron Zaheen to make the changes of both the worksheet and the service scheduling policy.

MANAGER'S REPORT:

Office Manager Castaneda announced that she had decided to hire Phyllis Schnieder, as Secretary to the District her first day will be January 31, 2020.

Office Manager Castaneda will be needing the Form 700 from all board members and audit committee members by April 1, 2020. At the next board meeting office staff will also need signatures for the AUD 247 for the Tulare County Treasurer's office.

Pontem is on our computers now and we will be going live with it. They entered over 33,000 entry's. On Friday all office staff including Linda Maloy will be taking training on Pontem software. Linda and Jewels will be doing all the data entry on the interments that we were not able to enter during the transition from CemSafe Pontem. They will also be entering all the available grave we have at North Cemetery.

Office Manager also asked if any of the board members or audit committee members would like their picture on the website if so please send me a JPG and to be posted.

She also reported that she received two bids from two different temp agencies which she had enclosed at the moment we are paying Nexum Staffing also known as Professional

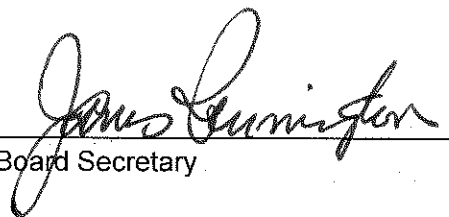
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Personnel at a rate of \$18.46 to \$19.17 an hour. Currently we do not have a contract with Professional Personnel or Nexum Staffing.

ADJOURNMENT:

Having nothing further to discuss Chairperson Presant adjourned the meeting at 3:53 p.m.

Respectfully Submitted,


Board Secretary