



**Tulare Public Cemetery District  
Regular Board Meeting Minutes  
Thursday, July 27 2023**



**A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, JULY 27, 2023 AT 1:00 PM IN THE CONFERENCE ROOM LOCATED AT 900 E. KERN AVE., TULARE, CA.**

**BOARD MEMBERS PRESENT:** Chairman Carlos Ramos, Vice Chairman James Pennington, Secretary Alberto Aguilar and Trustees Xavier Avila and Stephen Present

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** District Manager Clara Bernardo and Legal Counsel Thomas Degr

**1. CALL TO ORDER FOR REGULAR BOARD MEETING:**

The Regular Board Meeting was called to order at 1:04 P.M. by Chairman Carols Ramos

**2. ROLL CALL:**

Carlos Ramos, James Pennington, Alberto Aguilar, Xavier Avila and Stephen Present

**3. PLEDGE OF ALLEGIANCE:**

Trustee Alberto Aguilar led the Pledge of Allegiance

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

**5. RECONGNITION OF VISITORS:**

Four public in attendance

**6. PUBLIC COMMENTS:**

no public comments

**7. TRUSTEE COMMENTS:**

Four trustee comments

**8. OPEN SESSION- AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS**

*(All items are subject to discussion and possible action by the Board Members.)*

**8.1- Approve Minutes for Regular Board June 26, 2023**

Avila motion, Aguilar second to approve Regular Board meeting June 26, 2023. Vote (5-0) motion passes

**8.2- Interment and Preneed count for June 2023**

Board reviewed Interment and Preneed count for June 2023. No action taken

**8.3- Audit Committee report**

Present gave brief report on the Audit Committee. Avila motion, Pennington second to approve Audit report. Vote (5-0) motion passes

**8.4- Groundskeepers makeup of fulltime to part time employees**

Avila motions, Aguilar seconds to freeze grounds men to seven and use seasonal and part time help. Vote (4-1) Ramos nay, motion passes

**8.5- Billable hours for our County Counsel**

Avila purposes to reduce professional service expense. Board agrees but no action taken.

**8.6- Cemetery membership in trade associations and associated training cost**

Board discussed, noting to report

**8.7- Historical review on body burial to cremation interments and is this ratio changing?**

Avila motions, Pennington seconds to track the percentage of body burials and cremation. Vote (5-0) motion passes



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**8.8- Approval of Annual Budget 2023-2024**

Presant motions, Pennington seconds to approve Annual Budget 2023-24 as revised. Vote (3-2) Aguilar and Avila nay, motion passes

**8.9- Oversize Vault Installation discussion**

Board will review prices in 6 months

**8.10- Plotbox update & introduce Everafter**

Bernardo gave a presentation on the new software program

**9.- FUTURE AGENDA ITEMS REQUEST**

9.1) Special board meeting for 5 Year Planning

9.2) Review of lease agreement

9.3) Task the District Manger to provide a Maintenance plan for Board to review.

Avila motions, Alberto seconds to have a Maintenance plan on the September's board meeting, vote (5-0) motion passes

9.4) Discuss disinterment's

9.5) District Manager's review

9.6) Self-assessment

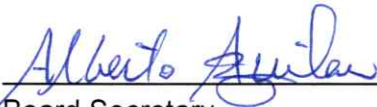
**10- DISTRICT MANGER'S REPORT**

Nothing to report at this time

**ADJOURNMENT:**

Chairperson Ramos adjourned the meeting at 5:07 pm

Respectfully Submitted,



Board Secretary