



**Tulare Public Cemetery District  
Regular Board Meeting Minutes  
Thursday, March 30, 2023**



**A REGULAR BOARD MEETING OF THE BOARD MEMBERS FOR THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, MARCH 30, 2023 AT 1:30 P.M. IN THE CONFERENCE ROOM LOCATED AT 900 E. KERN AVE., TULARE, CA.**

**BOARD MEMBERS PRESENT:** Carlos Ramos, James Pennington, Alberto Aguilar and Xavier Avila  
**BOARD MEMBERS ABSENT:** Stephen Present

**STAFF PRESENT:** District Manager Clara Bernardo and Ground Supervisor David Faria

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

The Regular Board Meeting was called to order at 1:31 P.M. by Chairman Carols Ramos

**RECONGNITION OF VISITORS:**

Four members of the public in attendance

**PUBLIC COMMENTS:**

No public comments

**TRUSTEE COMMENTS:**

One Trustee comment

**OPEN SESSION:**

8.1-A) Faria reported he attended the CAPC and the harassment class program. B) He also toured the Christy's Plant where they make the Monticello Vaults and also toured other cemeteries in Coloma. C) He discussed the issues with the weeds from all the rain and the groundmen will be preparing for Easter.

8.2- Avila motions, Pennington seconds to accept all the minutes with corrections that have been discussed. Vote (4-0) motion passes.

8.6- Pennington and Linda Maloy from the Audit Committee gave brief discussion on the Audit Committee.

8.7- Avila moves, Pennington seconds to approve the January 2023 financials. Vote (3-0-1) motion passes, Aguiar Abstain.

8.8- Board reviewed Interment and Preneed count, no discussion no action taken.

8.9- Tabled Item: Policy and Application for Citizen volunteer for Standing and Ad Hoc Committee

8.10- Bernardo attendant the CAPC conference, she was able to speak to different vendors and gather so much information. One vendor in particular was California Special Districts Association.



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They have different programs that would possibly benefit the cemetery such as, a business credit card, business loans, a discount on All Paid for families that pay electronically and much more. Aguilar also reported there was approximately 150 Trustees, District Managers, and Grounds Supervisors. There were 41 cemeteries through the state who attend and about 26 vendors who spoke about their services. The training was provided by 3 experienced attorneys and the CPA that will conduct the yearly audit. Overall Aguilar had a great time.

8.11- Bernardo reported she attended a three-day meeting in Fresno with CalPERS where she correctly learned how to input employees' hours.

8.12- Bernardo reported that Golden State Management will not cover road ways or trees that have fallen on headstones. Bernardo suggest families look into their homeowner's insurance they could cover headstone repairs.

8.13- Bernardo suggested an investment policy needs to be created. Board suggest looking into Stifel.

8.14- Board discussed on having Sandra from Stifel to come out and do a presentation.

8.15- Bernardo announced there's a Public Cemetery Alliance Training (PCA) coming up in Visalia. She'd like to close the office and have no funeral services schedule for that day and have all grounds men and office staff to attend. Bernardo will not attend this training because she will be on vacation.

Aguilar and Avila will also be attending. Ramos motions, Aguilar seconds to approve \$275.00 for 7 grounds men, 2 office staff and 2 board members to attend the (PCA) training in Visalia on April 19<sup>th</sup>. Vote (4-0) Motion Passes.

Avila motions, Pennington seconds to approve the cemetery to close the office on April 19<sup>th</sup> for training. Vote (4-0) motion passes.

8.16- Board discussed new gate hours:

Avila motions, Pennington seconds to approve North J Cemetery new gate hours: October 15<sup>th</sup> through March 15<sup>th</sup> 8:00am-6:00pm and March 16<sup>th</sup> through October 14<sup>th</sup> 8:00am-8:00pm Vote (4-0) motion passes.

Avila motions, Pennington seconds to change the Kern Cemetery hours the same as the North J Cemetery as long as we provide a lockbox key for both cemeteries so the police has access to get in when needed. Vote (4-0) motion passes.

8.17- Ramos directs Bernardo to create an event policy for future.

8.18- Bernardo discusses an attendance issue. Board decides to have another look at the employee handbook and have the attorney verify it. Aguilar will make suggested changes to the Absence Request Form.

8.19- Bernardo suggested a visitor's policy needs to be created.





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8- Ramos suggested all board members review the District Manager's Annual Performance Review template.

9- Board decides to have the Five-year Planning in June. Mean time Avila and Aguilar will meet with District Manager and Groundmen to start gathering ideas.

- 10.- A) Bernardo reported the office staff is organizing the Pontem software to prepare Plot Box.  
B) The groundsmen are getting ready to prepare for Memorial Day.  
C) Bernardo reported she's working with Barnes Memorials to make new veterans' markers to put on headstone instead of having the blue dot.  
D) Bernardo announces she will be on vacation from April 17-21, 2023

**ADJOURNMENT OF REGULAR BOARD MEETING:**

Chairman, Carlos Ramos adjourned the meeting at 3:44P.M.

Respectfully Submitted,

  
Board Secretary