



# Tulare Public Cemetery District Regular Board Meeting Minutes Monday, June 26, 2023



**A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON MONDAY, JUNE 26, 2023 AT 2:00 P.M. IN THE CONFERENCE ROOM LOCATED AT 900 E. KERN AVE., TULARE, CA.**

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

**BOARD MEMBERS ABSENT:** Vice Chairman James Pennington

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

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

The Regular Board Meeting was called to order at 2:15 P.M. by Chairman Carols Ramos

**2. ROLL CALL:**

Carlos Ramos, Alberto Aguilar, Xavier Avila and Stephen Present

**3. PLEDGE OF ALLEGIANCE:**

Chairman Ramos led the Pledge of Allegiance

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

**5. RECONGNITION OF VISITORS:**

No public in attendance

**6. PUBLIC COMMENTS:**

No public comments

**7. TRUSTEE COMMENTS:**

No trustee comments

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

**8.1- Variance approval for headstone- John Almeida**

Bernardo reported Barnes Memorials asked if they could use a headstone that the base of the actual headstone is 2 inches wider than the current rules and regulations. Avila Motions and Present seconds to approve. Vote (4-0) motion passes

**8.2- Update on Plotbox**

Bernardo stated the office staff has been hands on training with Plotbox expecting to start using it on June 30th. Plotbox is still not available to the public.

**8.3- Update on grounds crew**

Bernardo reported the weed eating services has started and it's not going well. They still need training. Bernardo stated she has hired two new groundmens.

**8.4- Approve minutes for Special Board May 22, 2023**

Aguilar motion, Avila second to approve Special Board Meeting May 22, 2023. Vote (4-0) motion passes

**8.5- Approve minutes of Regular Board May 26, 2023**

Aguilar motion, Avila second to approve Regular Board Meeting May 26, 2023. Vote (4-0) motion passes

**8.6- Approve minutes for Special Board June 2, 2023**

Aguilar motion, Avila second to approve Special Board Meeting June 2, 2023. Vote (4-0) motion passes

**8.7- Approve minutes for Special Board June 15, 2023**

Aguilar motion, Avila second to approve Special Board Meeting June 15, 2023. Vote (4-0) motion passes

**8.8- Interment and Preneed count for April and May 2023**

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



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## 8.9- Audit Committee Report

Avila gave brief report on the Audit report. Avila motions, Aguilar second to approve Audit report. Vote (4-0) motion passes

## 8.10- Appointment and Audit Committee

Stephen Present has returned from vacation. Ramos reappointed Present to the Audit Committee and Pennington has been removed.

## 8.11- Approval of April 2023 Financial

Avila motions, Aguilar seconds to approve April 2023 Financial. Vote (4-0) motion passes

## 8.12- Approval of May 2023 Financial

Avila motions, Aguilar seconds to approve May 2023 Financial. Vote (4-0) motion passes

## 8.13- Bank of the Sierra-CD update

Ramos reviewed the Public Funds Activity Statement. The CD has accrued interest in the amount of \$1,169.21 bring the total to \$101,169.21. Board decided to let the funds rollover to another quarter.

## 8.14- Approval of Annual Budget 2023-2024

Bernardo would like to separate the funds in different categories for the budget and look in to wages increases.

## 8.15- Hiring of a third office staff position

Bernardo would like to hire a Service Coordinator, someone who meets with family, sells graves, make sure the grounds looks good before a service starts and helps verify headstone placement with Barnes Memorials. No action was taken

Ramos Adjourned to closed session at 3:37 pm

Open session from closed session at 4:30 pm

## 9.- FUTURE AGENDA ITEMS REQUEST

Special board meeting for 5 Year Planning

## 10- DISTRICT MANGER'S REPORT

Nothing to report at this time

## 11. CLOSED SESSION ITEMS:

Nothing to report

## ADJOURNMENT:

Chairperson Ramos adjourned the meeting at 4:32 pm

Respectfully Submitted,

  
Board Secretary