

Tulare Public Cemetery District
900 EAST KERN AVENUETULARE, CALIFORNIA 93274**PHONE (559) 686-5544**

BOARD AGENDA

Regular Board Meeting
August 27, 2020
1:00 P.M.

NOTE: MEETING ADDRESS CHANGE: 469 N. CHERRY ST (South Side of Tulare First Baptist Church Campus) location link: <https://goo.gl/maps/V4wruPTvgSpqfVtN9>

DUE TO COVID-19 ALL ENTERING WILL BE REQUIRED TO KEEP A 6FT DISTANCE FROM OTHERS ATTENDING. FACE MASK ARE RECOMMENDED.

PRELIMINARIES:

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Recognition of Visitors
- 1.5 Public Comment (three (3) minutes per person)

**NOTICE TO THE PUBLIC
PUBLIC COMMENT PERIOD**

AT THIS TIME, MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM THAT IS NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD. Under state law, matters presented under this item cannot be discussed or acted upon by the board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for board consideration. Any person addressing the board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak

OPEN SESSION – AGENDA ITEMS: (All items are subject to discussion and possible action by the Board of Trustees.)

- 2.1 Kern Niches Closed During the Weekend
- 2.2 Bench Request – Vasquez Family
- 2.3 Bench Request Policy
- 2.4 Vase Removal Request – Lupercio Family
- 2.5 Report from The Cemeterians
- 2.6 Bid on Security Cameras – Giotto's Alarm
- 2.7 Bids on Automated Gate – North Cemetery
- 2.8 Bid From Alta Pump for Variable Speed Drive
- 2.9 Trustee Payment for Emergency Meetings
- 2.10 New and Updates on Request for Proposal Bids
- 2.11 New and Updates on Ad Hoc Committees
- 2.12 Draft Manager's Job Description & Evaluation for Review
- 2.13 Approval of Minutes for July 15, 23 and Emergency Meeting July 27, 2020
- 2.14 Audit Committee Report
- 2.15 Draft Resolution 2020/21-1 Revolving Fund
- 2.16 Draft Resolution 2020/21-2 Transfer of Endowment Interest Monies to 817
- 2.17 June & July 2020 Financial Reports
- 2.18 Revised Purchase Policy
- 2.19 Manager's Report

ADJOURNMENT:

**OPEN SESSION AGENDA ITEMS
NOTICE TO THE PUBLIC**

ALL WRITINGS, MATERIALS AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 900 E. KERN AVE., TULARE, CA 93274

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 686-5544 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.

To whom it may concern,

I, Mary B. Vasquez, would like to request a bench pad at section BI-32 in honor of my late Husband, Henry L. Vasquez. Thank you for the consideration.

Mary B. Vasquez

Mary B. Vasquez
518 Welch Dr.
Tulare, CA
PH. 686-4639

A1	B1	C1	D1	E1	F1	G1	H1	I1	J1	K1	L1	M1	
A2	B2	C2	D2	E2	F2	G2	H2	I2	J2	K2	L2	M2	
A3	B3	C3	D3	E3	F3	G3	H3	I3	J3	K3	L3	M3	N3
A4	B4	C4	D4	E4	F4	G4	H4	I4	J4	K4	L4	M4	N4
A5	B5	C5	D5	E5	F5	G5	H5	I5	J5	K5	L5	M5	N5
A6	B6	C6	D6	E6	F6	G6	H6	I6	J6	K6	L6	M6	N6
A7	B7	C7	D7	E7	F7	G7	H7	I7	J7	K7	L7	M7	N7
A8	B8	C8	D8	E8	F8	G8	H8	I8	J8	K8	L8	M8	N8
A9	B9	C9	D9	E9	F9	G9	H9	I9	J9	K9	L9	M9	N9
A10	B10	C10	D10	E10	F10	G10	H10	I10	J10	K10	L10	M10	N10
A11	B11	C11	D11	E11	F11	G11	H11	I11	J11	K11	L11	M11	N11
A12	B12	C12	D12	E12	F12	G12	H12	I12	J12	K12	L12	M12	N12
A13	B13	C13	D13	E13	F13	G13	H13	I13	J13	K13	L13	M13	N13
A14	B14	C14	D14	E14	F14	G14	H14	I14	J14	K14	L14	M14	N14
A15	B15	C15	D15	E15	F15	G15	H15	I15	J15	K15	L15	M15	N15
A16	B16	C16	D16	E16	F16	G16	H16	I16	J16	K16	L16	M16	N16
A17	B17	C17	D17	E17	F17	G17	H17	I17	J17	K17	L17	M17	N17
A18	B18	C18	D18	E18	F18	G18	H18	I18	J18	K18	L18	M18	N18
A19	B19	C19	D19	E19	F19	G19	H19	I19	J19	K19	L19	M19	N19
A20	B20	C20	D20	E20	F20	G20	H20	I20	J20	K20	L20	M20	N20
A21	B21	C21	D21	E21	F21	G21	H21	I21	J21	K21	L21	M21	N21
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A26	B26	C26	D26	E26	F26	G26	H26	I26	J26	K26	L26	M26	N26
A27	B27	C27	D27	E27	F27	G27	H27	I27	J27	K27	L27	M27	N27
A28	B28	C28	D28	E28	F28	G28	H28	I28	J28	K28	L28	M28	N28
A29	B29	C29	D29	E29	F29	G29	H29	I29	J29	K29	L29	M29	N29
A30	B30	C30	D30	E30	F30	G30	H30	I30	J30	K30	L30	M30	N30
A31	B31	C31	D31	E31	F31	G31	H31	I31	J31	K31	L31	M31	N31
A32	B32	C32	D32	E32	F32	G32	H32	I32	J32	K32	L32	M32	N32
A33	B33	C33	D33	E33	F33	G33	H33	I33	J33	K33	L33	M33	N33
A34	B34	C34	D34	E34	F34	G34	H34	I34	J34	K34	L34	M34	N34
A35	B35	C35	D35	E35	F35	G35	H35	I35	J35	K35	L35	M35	N35
A36	B36	C36	D36	E36	F36	G36	H36	I36	J36	K36	L36	M36	N36
A37	B37	C37	D37	E37	F37	G37	H37	I37	J37	K37	L37	M37	N37
A38	B38	C38	D38	E38	F38	G38	H38	I38	J38	K38	L38	M38	N38
A39	B39	C39	D39	E39	F39	G39	H39	I39	J39	K39	L39	M39	N39
A40	B40	C40	D40	E40	F40	G40	H40	I40	J40	K40	L40	M40	N40
A41	B41	C41	D41	E41	F41	G41	H41	I41	J41	K41	L41	M41	N41
A42	B42	C42	D42	E42	F42	G42	H42	I42	J42	K42	L42	M42	N42
A43	B43	C43	D43	E43	F43	G43	H43	I43	J43	K43	L43	M43	N43
A44	B44	C44	D44	E44	F44	G44	H44	I44	J44	K44	L44	M44	N44
A45	B45	C45	D45	E45	F45	G45	H45	I45	J45	K45	L45	M45	N45
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A49	B49	C49	D49	E49	F49	G49	H49	I49	J49	K49	L49	M49	N49
A50	B50	C50	D50	E50	F50	G50	H50	I50	J50	K50	L50	M50	N50
A51	B51	C51	D51	E51	F51	G51	H51	I51	J51	K51	L51	M51	N51
A52	B52	C52	D52	E52	F52	G52	H52	I52	J52	K52	L52	M52	N52
A53	B53	C53	D53	E53	F53	G53	H53	I53	J53	K53	L53	M53	N53
A54	B54	C54	D54	E54	F54	G54	H54	I54	J54	K54	L54	M54	N54
A55	B55	C55	D55	E55	F55	G55	H55	I55	J55	K55	L55	M55	N55
A56	B56	C56	D56	E56	F56	G56	H56	I56	J56	K56	L56	M56	N56
A57	B57	C57	D57	E57	F57	G57	H57	I57	J57	K57	L57	M57	N57
A58	B58	C58	D58	E58	F58	G58	H58	I58	J58	K58	L58	M58	N58
A59	B59	C59	D59	E59	F59	G59	H59	I59	J59	K59	L59	M59	N59
A60	B60	C60	D60	E60	F60	G60	H60	I60	J60	K60	L60	M60	N60
A61	B61	C61	D61	E61	F61	G61	H61	I61	J61	K61	L61	M61	N61
A62	B62	C62	D62	E62	F62	G62	H62	I62	J62	K62	L62	M62	N62
A63	B63	C63	D63	E63	F63	G63	H63	I63	J63	K63	L63	M63	N63
A64	B64	C64	D64	E64	F64	G64	H64	I64	J64	K64	L64	M64	N64
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A66	B66	C66	D66	E66	F66	G66	H66	I66	J66	K66	L66	M66	N66
A67	B67	C67	D67	E67	F67	G67	H67	I67	J67	K67	L67	M67	N67
A68	B68	C68	D68	E68	F68	G68	H68	I68	J68	K68	L68	M68	N68

FREEWAY 69

STORAGE TANK, WELL & PUMP SITE

BLOCK "B"

TULARE PUBLIC CEMETERY DISTRICT BENCH REQUEST POLICY

Once a family's bench request has been approved by the district board the family has three (3) months to pay for the bench pad if no payment is received to the district office the family forfeits their bench pad location, and then the district reserves the right to resale the same location.

If the family's bench request has been approved by the district board and the board revises the price list the family will pay the current price of approval date.

Adopted ????

DRAFT

TULARE PUBLIC CEMETERY DISTRICT
900 EAST KERN AVENUETULARE, CALIFORNIA 93274**PHONE (559) 686-5544**

NORTH GRAVE MARKER RULES AND REGULATIONS

WHEN ORDERING A MEMORIAL MARKER FOR YOUR LOVED ONE'S GRAVE, PLEASE KEEP IN MIND THE RULES AND REGULATIONS IN EFFECT IN OUR CEMETERY.

NOTE: ONLY ONE MARKER PER GRAVE WILL BE ALLOWED (SEE NO.7 BELOW) AND MUST BE FOR THE INDIVIDUALS INTERRED IN THE GRAVE OR TO BE INTERRED IN THE GRAVE. ONLY THE OWNER OF THE BURIAL RIGHTS TO GRAVE HAS THE RIGHT TO ORDER GRAVE MARKER. WHEN ORDERING A GRAVE MARKER FROM A MONUMENT COMPANY, THE MONUMENT COMPANY MUST CALL AND CONFIRM ALL REQUIREMENTS. A MARKER MUST MEET CEMETERY REQUIREMENTS OF SIZE AND MATERIAL OR IT WILL NOT BE PLACED ON THE CEMETERY GROUNDS.

1. ONLY FLAT TYPE MARKERS WILL BE USED IN THE TULARE PUBLIC CEMETERY (EXCEPT SEE UPRIGHT MARKER SECTIONS NO. 7 BELOW).
2. ONLY GRANITE, MARBLE OR BRONZE MARKERS WILL BE ACCEPTED. ALL MARKERS MUST BE AT LEAST FIVE AND A HALF (5 ½) INCHES THICK. WE REQUIRE ALL MARKERS TO BE SET IN CONCRETE AROUND ALL FOUR (4) SIDES. THE CONCRETE BORDERS AID IN THE PREVENTION OF DAMAGE TO THE MARKERS BY MOWERS, EDGERS AND TRIMMERS.
3. ALL SETTING OF MARKERS WILL BE SET BY A COMPANY WITH APPROPRIATE BUSINESS AND CONTRACTORS LICENSES AND CORRECT LIABILITY INSURANCE LIMITS ON FILE WITH THE CEMETERY.
4. TWO (2) VASES REQUIRED PER MARKER. VASES SHALL BE SPARTAN SERIES GRAY AAEON, OR EQUAL.
5. MARKER SIZE:
 - (A) SINGLE GRAVE MARKERS MAY BE: 12" X 24" OR 12" X 30"
 - (B) TWO (2) OR MORE GRAVE MARKERS MAY BE: 12" X 24", 12" X 30", 12" X 36", 12" X 48", 12" X 60" OR 12" X 72".
 - (C) BABY GRAVE MARKERS MUST BE: 8" X 16" OR 12" X 24"
6. ONE (1) OR TWO (2) 5" X 9" BRONZE PLAQUES FOR CREMATION BURIALS MAY BE ADDED TO THE CEMENT BORDER OF AN EXISTING MARKER.
7. UPRIGHT MARKERS PERMITTED ONLY IN: BLOCK "B" (ROWS B, E, H, K, N, Q, T, & W); BLOCK "D" (ROWS Q, T, W, Z, CC, FF, & II) AND BLOCK "C" (ROWS S, W, AND AA) **ONLY**. A TOTAL HEIGHT OF 36" IS ALLOWED FOR THE UPRIGHT MARKERS. THIS INCLUDES THE BASE AND MARKER.
 - (A) THE BASE SIZES SHALL BE THE SAME AS IN THE FLAT MARKER SECTIONS (SEE NO.5 ABOVE). A TOTAL HEIGHT OF 60" INCHES IS ALLOWED FOR THE UPRIGHT MARKERS. THIS INCLUDES THE BASE AND MARKER. BASE TO BE 6" MINIMUM HEIGHT. DIES OR UPRIGHTS TO BE A MINIMUM OF 6" IN THICKNESS.
8. REQUESTS FOR BENCHES MUST BE IN WRITING ADDRESSED TO THE BOARD OF TRUSTEES AND APPROVED BY THE TRUSTEES. BENCH PADS TO BE POURED BY CEMETERY EMPLOYEES.
9. **UPKEEP FOR GRAVE MARKERS IS THE RESPONSIBILITY OF THE PURCHASER.**
10. **THE MEMORIAL MARKERS, ALSO CALLED HEADSTONES OR GRAVE MARKERS, ARE THE PROPERTY OF THE PURCHASER. THE CEMETERY IS IN NO WAY RESPONSIBLE FOR THE HEADSTONE OR ANY DAMAGE TO THEM AFTER THEY ARE INSTALLED IN THE CEMETERY. REPAIRS DUE TO VANDALISM, WEATHER OR ROUTINE GROUND MAINTENANCE MUST BE DONE AT THE OWNER'S EXPENSE. THE CEMETERY SHALL MAKE REPAIRS IF THE DAMAGE IS DONE BY A CEMETERY EMPLOYEE.**

BOARD OF TRUSTEES
TULARE PUBLIC CEMETERY DISTRICT
ADOPTED MAY 8, 2002

(REV. 06/12/2002)
(REV. 06/13/2007)
(REV. 09/17/2008)
(REV. 12/10/2010)
(REV. 01/08/2014)
(REV. 10/08/2014)
(REV. 04/12/2017)
(REV. 05/16/2018)

We are pleased to submit the following Gate Access Proposal for:



Steve Presant for:

Tulare Public Cemetery - North

900 East Kern Avenue • Tulare, CA 93274

559.686.5544 office • 559.804.2248 Steve

kppresant@comcast.net • leonortcd@outlook.com

Prepared by:

Giotto's Alarm-Tech, Inc.

Danny Giotto

Danny@giottosalarmtech.com

559.688.7618 office

559.331.2031 mobile

Giotto's Alarm-Tech, Inc.

1100 Security Court
Tulare, CA 93274
559.688.7618 office
ACO7536

System Design For

Tulare Public Cemetery - North
4462 North J Street
Tulare, CA 93274
559.686.5544 office

B72024

• Automated Gate Installation with New Gate, and Access Control •

- 1 Maximum Controls Slide Gate Operator
Encon MAX-2200-PRO
- 1 Bosch 8512 8 Zone Control Panel Upgrade
Bosch B8512G
- 1 64" Single In Ground Pedestal
Liftmaster PED64
- 1 IClass Card Reader & Keypad Combination
Bosch ARDSERK40W1
- 1 Access Door Control Interface Module
Bosch B901
- 20 iClass Access 26-bit Fobs
Bosch ACTIC2K26
- 1 Gate / Alarm Interface - Octorelay Module
Bosch B308
- 1 GAT Touch Pad Weather Guard
- 1 Twin Photobeam Detector Safety Beam
SECO-LARM E960
- 1 Sensing Edge Transmitter with Audible Low Battery Alarm
Miller Edge MWT12
- 1 Sensing Edge Reciever
Miller Edge MWR12
- 1 LiftMaster Safety Edge 4'
Liftmaster S504AL
- 1 Pre-Made Safety Loops
- 2 Cut-In Safety Loops
- 2 Elite Plug-In Loop Detectors
Sentex AELD
- 1 Recessed V Groove Gate Track - 40'
- 1 Fire Department Lock Box
DKS 1400080

- 2 Nickel Plated #40 Chain (10' Lengths)
EN40CHAINNICKLE
- 1 Chain Carrier
- 1 exacqVision Professional A-Series 2 TB IP Win 10 Desktop Server
ExacqVision IP04-02T-DT
- 1 24" FULL HD LED Backlit Display
Viewsonic VX2457MHD
- 1 NavePoint Low Profile Wall Mount TV Bracket Tilt 13-27 Inches
NavePoint 00300650
- 1 Video Server Lockbox - Desktop
VMP DVRLB1
- 1 1000va / 500 Watt UPS
Tripp-Lite SMART1000LCD
- 1 Large Beige Control Box
Angel & Jerome BOXL
- 1 Control Box Lock
- 2 8MP 2.8-12mm Ultra-Low Light IP Bullet Color Cameras
ENS Security SIP48B5AMZH
- 2 Bullet Camera Back Boxes
ENS Security ES1260ZJ
- 1 4-Port 100Mbps Unmanaged PoE Switch
ENS Security POESW6
- 8 CAT-5 Ice Cube RJ45 Connectors
LEVITON EZRJ45
- 2 M2 NanoStation
UbiQuiti LOCOM2USR
- 1 Backbone Connection to Alarm Control (Wire Only)
- 1 Misc: Conduit, Connectors, Christy Boxes, Plates, Brackets Etc.

All Underground Pipework from the Maintenance building to the Gate is by others per Giotto's Alarm-Tech, Inc. specs. Giotto's Alarm-Tech, Inc. to provide all Low Voltage Wire. 110v to Gate is by others as well.

Sub-Contractors

1	Spence Fence New 40' Gate and Removal of Man Gate	\$9,922.50
1	Wright Bros Concrete New 36' x 11' New Driveway Approach w/ Recessed Gate Track and Operator Pad	\$9,943.50
1	MD Concrete Cutting & Demolition Cut in New Safety and Free Exist Loops into Existing Concrete	\$945.00

PROJECT SUMMARY

Equipment Total	\$38,034.90
Installation Total	\$11,303.00
Tax	<u>\$1,114.00</u>
TOTAL INSTALLED	\$50,451.90

This Job, and all Sub-Contractors have been bid at current Prevailing Wages

Minimum 3 mbps Internet Upload Speed will be required for remote access to cameras

****** This video server will ONLY accept HD cameras (No Analog) ******

This server comes with 3 years Software Support and Updates included.

Please sign and return this proposal for acceptance & scheduling.

Sign: _____ Date: _____

Product Details



Maximum Controls Slide Gate Operator

MAX-2200-PRO

Max Gate Length: 60'
Max Gate Weight: 2200 lbs
Chain drive #40 nickel plated chain 25' included
1.25 HP DC brushless motor
Automotive grade circuitry
5yr warranty



G Series 99 Zone Control Panel

B8512G

Provides up to 99 points using a combination of hardwired or wireless devices for installation flexibility, and up to 8 areas and 8 doors for up to 500 users
Fully integrated intrusion, fire, and access control allows users to interface with one system instead of three

On-board Ethernet port for Conetrix IP alarm communication and remote programming, compatible with modern IP networks including IPv6/IPv4, Auto-IP, and Universal Plug and Play Remote Security Control (RSC) app which allows users to control their security systems – and view system cameras - remotely from mobile devices such as phones and tablets



64" Single In Ground Pedestal

PED64

- 1) Universal face plate, 4" x 4" x .120" (11 gauge)
- 2) In ground or wet cement pedestal
- 3) 1/2" NPT hole (drilled and tapped) on the back just above the 23" mark
- 4) Heavy duty square tube 2" x 2" x .120" wall (11 gauge)
- 5) 12" Reach (On Vertical Center) - Two 45° Cuts & Welded
- 6) Phosphate pretreatment (rust inhibitor)
- 7) TGIC outdoor polyester powder coat with UV protectant
- 8) Includes carriage bolts (4) and nuts (4)
- 9) Boxed individually
- 10) Customizable dimensions and colors available upon request



iClass Card Reader & Keypad Combination

ARDSERK40W1

13.56 MHz proximity compatible with access controllers with Wiegand interfaces
Suitable for indoor and outdoor use
Support of multiple card technologies (e.g. iCLASS SE, SEOS, MIFARE DESFire® EV1)
Interoperable with a growing range of technology environments and form factors



Access Door Control Interface Module for B Series Control Panel

B901

Direct interface to compatible Wiegand card readers
On-board buzzer output and supervised on-board points
Request to Exit and Request to Enter inputs that can have a shunt only option
Four door states: Locked, Unlocked, Secured, Fire Unlock
SDI2 support as well as SDI compatible



iClass Access Fobs 26-bit

ACTIC2K26



GAT Touch Pad Weather Guard

GAT-TP-MOUNT



Twin Photobeam Detector

E960

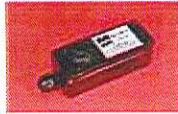
Built-in laser beam alignment system speeds accurate, reliable positioning Twin infrared beams provide reliable perimeter security, minimizing false alarms from falling leaves, birds, etc. Lensed optics reinforce beam strength & provide excellent immunity to false alarms due to rain, snow, mist, etc. Weatherproof, sunlight-filtering case for indoor & outdoor use. Anti-frost system so that beam functions even in extreme conditions. Automatic input power filtering with special noise rejection circuitry. NC/NO alarm output. N.C. tamper circuit included. Non-polarized power inputs. Quick, easy installation with built-in laser beam alignment sys. Interruption time adj. for nearly all situations.



Sensing Edge Transmitter with Audible Low Battery Alarm

MWTA12

Includes a built in Audible Alarm feature that activates when the battery has only 25% of its life remaining, indicating the battery should be replaced. The alarm sounds for 5 to 10 seconds at 1 to 2 minute intervals. For use with MWR02 or MWR03 receiver.



Sensing Edge Receiver

MWR12

The receiver will operate on either 12 or 24 volt AC or DC and provides N.O. or N.C. output.

For use with MWT12 or MWTA12 transmitter.



LiftMaster Safety Edge 4'

S504AL

4'
Monitored
Pulse
2 wire
Includes mounting channel



Elite Plug-In Loop Detector

AELD

Automatic Tuning - Lightning & Surge Protection - Four (4) Frequency Levels - Compatible with ALL radio controls & remote openers - Sensitivity Boost - Fail Safe and Fail Secure Configurations - Separate Color-Coded LED indicators - Wide Loop Inductance Range: 20 to 2500 micro Henries - Velcro pull tab for easy extraction from the rack



Fire Department Lock Box

1400080

Accepts Fire Department padlock
Gate opens automatically when lock is removed and door is opened
Ample room inside for additional access devices
Surface or post mounted



Nickel Plated #40 Chain (10' Lengths)

EN40CHAINNICKLE

#40 Nickel plated 10' Lengths; Includes 1 master link



exacqVision Professional A-Series 2 TB IP Win 10 Desktop Server

IP Desktop recorder with 4 IP cameras licenses (64 max). exacqVision Professional or Enterprise client, server, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Win10 or Ubuntu Linux 16.04 on SSD. HDMI, DVI-I, DisplayPort (2 max simultaneous), Dual GB NICs, DVD-RW. Keyboard and mouse included.



24" Full HD LED Backlit Display

VX2457MHD

ViewSonic VX2457-MHD 24" Full HD 1080P AMD FreeSync Gaming Monitor, 1000:1, 300cd/m2, HDMI, VGA, DisplayPort, Built-in Speaker, VESA Mountable

**NavePoint Low Profile Wall Mount TV Bracket Tilt 13-27 Inches 00300650**

Mounts most 13 - 27" TVs.
Load Capacity: 66 pounds
Low Profile
VESA: 50x50,75x75,100x100,200x100
Ceiling to TV: 41 - 64 inches

**Video Server Lockbox - Desktop****DVRLB1****1000va / 500 Watt UPS****SMART1000LCD**

Supports a basic desktop PC up to 60 minutes during power outage
Features 8 protected outlets - 4 battery-protected, 4 surge-only
Offers automatic voltage regulation (AVR)
LCD screen reports real-time UPS and power status
Plugs into any NEMA 5-15R socket

**8MP 2.8-12mm Ultra-Low Light IP Bullet Color Camera****SIP48B5AMZH**

8MP, 2688x1520@30fps, 2.8-12mm, 0.018 Lux @ F1.6, Matrix IR 2.0, H.265, H.265+, H.264, H.264+ Ready, True WDR 120dB, IP67 & IK10, MicroSD Slot up to 128GB, Audio I/O, Alarm I/O, DC 12V, PoE, Junction Box Included

**Bullet Camera Back Box****ES1260ZJ**

Junction Box for Bullet Camera
Appearance: White
Material: Aluminum Alloy
Dimension: 88.5mm
Weight: 251g

**4-Port 100Mbps Unmanaged PoE Switch****POESW6**

5x10/100Mbps Ethernet ports
4 10/100Mbps ports support PoE
PoE complies with IEEE802.3af/at, up to 30W for single port
Up to 250m transmission distance on EXTEND mode
Easy to use, no need to configure
High quality with all metal housing
Lightning Protection 6KV

**M2 NanoStation****LOCOM2USR**

low cost, efficiently designed CPE
links faster and farther than ever before
remote reset capability
POE injector / power supply
Compact design
Cost effective

Lic # 1042522
1786 Cochran Ave
Tulare, CA 93274
eliteelectrical007@gmail.com
559-302-7607

Elite Electrical Services

Estimate

For: Tulare Public Cemetery
tularepubliccemeterydistrict@outlook.com
North Tulare Cemetery

Estimate No: 84
Date: 06/19/2020

Description	Amount
-------------	--------

- | | |
|--|------------|
| 1. Run 1-1/4 conduit from 200amp panel in shop through the attic to south west side of building to christy box. | \$9,870.00 |
| 2. Trench from christy box 1000' to southwest gate and run 1-1/2" pvc schedule 40 conduit for power to gate opener installing christy box's every 250' | |
| 3. Install 30amp 240v disconnect close to motor location and pull in #8 wire from panel to disconnect for gate. | |

* This estimate includes traffic rated christy box's and lids!

DIR# PW-LR-1000581956

Subtotal	\$9,870.00
Total	\$9,870.00

Total	\$9,870.00
--------------	-------------------

Proposal By:



4444 South K. Street

Tulare, CA 93274

Phone: 559-685-2400

Fax: 559-685-2409

E-mail: Azevedoelectricinc@hotmail.com

License No. - 913040

Proposal Submitted To:

North Cemetery

Date:

June 24, 2020

Project Name:

Power To The New Electric Gate

We hereby submit specifications and estimates for:

- ❖ *Install junction box on the south west corner of shop and run conduit to panel inside of shop for power to the new electric gate.*
- ❖ *Install Christy box have down from shop to the new electric gate on conduit that will be installed by others.*
- ❖ *Pull wire threw conduit from the shop to the new gate on the south west gate.*
- ❖ *Please Note: The customer will be trenching and installing the conduit from the shop to the new electric gate.*

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:

(\$3,803.00) Three Thousand Eight Hundred Three Dollars and No Cents

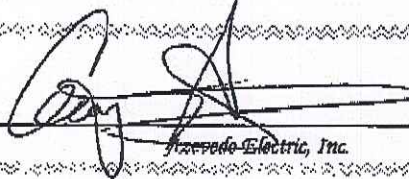
Payment to be made as follows:

Payment of is due at the completion of project.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Note: All material furnished or delivered by Azevedo Electric, Inc. to the customer and not paid as per the stipulated terms on this proposal will remain the property of Azevedo Electric, Inc. until paid in full, and can be removed at any time for non-payment. A 2% per month charge on all past due accounts. All products are warranted for 12 months from date of installation against any defect when used under normal conditions. This warranty is limited to replacement of defective parts, and does not include shipping cost or labor.

Authorized Signature: _____


Azevedo Electric, Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Please Note: All warranty work will be done during regular business working hours. Azevedo Electric Inc. is not responsible for any damage done to existing underground conduits unless they are located and dug up by the customer. All repairs will be done on a time and material basis. Azevedo Electric Inc. is not responsible for any permits, if necessary.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ *Signature:* _____

Date of Acceptance: _____ *Date of Acceptance:* _____

OPEN& SHUT ENTERPRISES

TELEPHONE (661)587-6200

FAX (661)587-6400

I.D.E.A CERTIFIED TECHNICIANS

CONTRACTORS STATE LICENSE # 747747

6612 DOWNING AVE., BAKERSFIELD, CA 93308-5806

PROPOSAL

TO: Steve	FROM: Mike Bush
COMPANY: Tulare Cemetery	DATE: 8-19-20
EMAIL: kppresant@comcast.net	TOTAL NO. OF PAGES INCLUDING COVER: 1
PHONE NUMBER: 559-804-2248	
RE: Proposal for Gate Operating System at 4572 J St., Tulare CA 93274	

NOTES/COMMENTS: (ALL PROPOSALS MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS)

For **\$12,300.00** we can furnish and install the following:

- 2 Ea Liftmaster CSL24 Roll Gate Operator
- 2 Ea Loops Cut, wrapped, and sealed in existing
- 2 Ea Loop Detector
- 36' V-Track plated to existing concrete
- 4 Ea Pipe Track Wheels
- 2 Ea V-track Wheels w/center carriers
- 1 Ea Fire Dept. Access box w/Knox Switch
- 1 Ea Digital Keypad
- 1 Ea Programmable Timer
- 5 Ea Single Button Remotes

Notes:

1. Electrical and control wiring and conduit by others.
2. Concrete pads for operators by others.
3. Figured at prevailing rate.

ATTENTION: IF YOU WOULD LIKE US TO PROCEED WITH THE ABOVEWORK, PLEASE SIGN AND DATE BELOW AND FAX BACK TO US. WE WILL THEN ORDER EQUIPMENT, IF APPLICABLE, AND SCHEDULE YOU IN FOR INSTALLATION AND/OR REPAIRS. PAYMENT IS DUE UPON COMPLETION OF OUR WORK

APPROVED BY: _____ DATE: _____

Lic # 1042522
1786 Cochran Ave
Tulare, CA 93274
eliteelectrical007@gmail.com
559-302-7607

Elite Electrical Services

Estimate

For: Tulare Public Cemetery
tularepubliccemeterydistrict@outlook.com
Kern Tulare Cemetery

Estimate No: 81
Date: 06/15/2020

Description	Amount
1. Run conduit to southwest corner of work area install small backboard and install 100amp single phase 120/240v outdoor panel	\$4,290.00
2. Trench from main meter and run 1" conduit to northwest corner by gate entrance of work area. Install pull box, run wire and install 120v power for cameras.	

DIR# PW-LR-1000581956

Subtotal	\$4,290.00
Total	\$4,290.00

Total	\$4,290.00
-------	------------



4444 South K Street
Tulare, CA 93274
559-685-2400 Office
559-685-2409 Fax

Fax

To: David Faria

From:

Fax: 559-686-7484

Pages:

Phone:

Date:

Re:

cc:

☐ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

● **Comments:** Please see the attached proposals for your review, if you have any questions feel free to contact George.

Thank you

8/25/20 4:27
George will call back.

Proposal By:

4444 South K. Street

Tulare, CA 93274

Phone: 559-685-2400

Fax: 559-685-2409

E-mail: Azevedoelectricinc@hotmail.com

License No. -- 913040

Proposal Submitted To:

Kern Cemetery

Date:

June 24, 2020

Project Name:

Power To Camera Pole

We hereby submit specifications and estimates for:

- ❖ *Trench and install conduit from electrical panel on power pole to the new camera pole.*
- ❖ *Pull wire from electrical panel to the camera pole to supply 115volt for the new cameras.*

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:

(\$1,283.00) One Thousand Two Hundred Eighty Three Dollars and No Cents

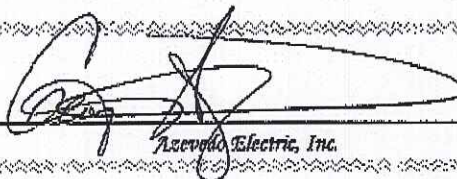
Payment to be made as follows:

Payment of is due at the completion of project.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Note: All material furnished or delivered by Azevedo Electric, Inc. to the customer and not paid as per the stipulated terms on this proposal will remain the property of Azevedo Electric, Inc. until paid in full, and can be removed at any time for non-payment. A 2% per month charge on all past due accounts. All products are warranted for 12 months from date of installation against any defect when used under normal conditions. This warranty is limited to replacement of defective parts, and does not include shipping cost or labor.

Authorized Signature: _____



Azevedo Electric, Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Please Note: All warranty work will be done during regular business working hours. Azevedo Electric Inc. is not responsible for any damage done to existing underground conduits unless they are located and dug up by the customer. All repairs will be done on a time and material basis. Azevedo Electric Inc. is not responsible for any permits, if necessary.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ *Signature:* _____

Date of Acceptance: _____ *Date of Acceptance:* _____

ALTA PUMP CO. INC

42821 Road 80, Dinuba, CA 93618

(559) 591-7669 – Fax: (559) 591-3864

Contractors License #403639

August 20, 2020

QUOTE

Tulare Public Cemetery
VFD INSTALLATION

- (1) 30HP VFD 460VOLT
460V58A/32.5A N3R
- (1) VFD DOOR COVER
- (1) STRIKESORB 30SPD 400V
- (1) LEGEND PLATE FRAME
- (1) 22MM LABEL HAND/OFF/AUTO
- (1) 3 POS HOA SWITCH 22MM
- (1) SPEED POT 2500K OHMS
- (1) TCI KDR OPTIMIZED LOAD REACTOR 52AMP OPEN
- (1) KIT-TRANSDUCER 0-145PSI 4-20MA
- (1) 18" LEG FOR IQ1000 NEMA 3R CABINET

- (1) MISC HOT CUTTER, HARDWARE
ELECTRICAL FITTINGS

Total

\$18,114.86

**PRICE INCLUDES MATERIALS, TAX, & LABOR*

Prices good for thirty (30) days.

Thank you for allowing me to quote this project. Please feel free to contact me with any questions.

Sincerely,



Les Travioli

Chairperson or the Office Manager shall make arrangements to have someone in attendance to properly record the Board's proceedings.

It shall be the duty of the Clerk of the Board to attest all District resolutions. The Clerk of the Board shall also keep a record of Board agendas and Board action synopses. The Clerk is responsible for signing all legal documents and affixing the District seal as required. The Clerk is responsible for the publication of legal notices, appropriate action and certification and filing of documents, e.g., budgets, audits, resolutions, and other legal documents. The Clerk is responsible for receiving and answering all official Board correspondence, after appropriate consideration is given to the correspondence by the Board acting collectively.

C. MEETINGS

1. Regular Meetings

The regular meetings of the Board of Trustees shall normally be held on the third Wednesday of each month, and shall normally commence at the hour of 09:00 A.M., at the District office. Notwithstanding the foregoing, the date, location and starting time of the meeting may be adjusted by order of the Chairperson to accommodate expected business or lack of a quorum, or for other sufficient reasons.

2. Special Meetings

Special meetings may be called at any time by the Chairperson, or by a majority of the Trustees, by delivering personally or by mail, written notice of such meeting to each Trustee and by posting a notice and agenda of the meeting at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.

3. Emergency Meetings

Emergency meetings may be called without compliance with the 24-hour notice requirement in the case of any emergency situation involving matters upon which prompt action is necessary as set forth in Government Code section 54956.5.

4. Closed Sessions

Closed sessions may be held during a regular or special meeting. The general reason for a closed session must be made public as required by the Brown Act. Closed sessions not expressly authorized by the Brown Act are prohibited. Following a closed session, the Chairperson shall announce any action taken by the Board during such closed session to the extent such announcement is required by law.

e) The Chairperson shall be the official spokesperson for the Board and the principal contact with other governmental agencies, legal counsel and the press, unless the Board delegates this authority to another.

f) The Chairperson shall appoint committees of the Board as deemed necessary.

2. **Vice-Chairperson**

In the absence or unavailability of the Chairperson to act, the Vice-Chairperson shall act as Chairperson.

3. **Treasurer**

In the event that all District funds are withdrawn from the county's custody, a treasurer shall be appointed and shall be bonded. The treasurer will be responsible for accounting for all funds and for regularly preparing and making reports to the Board regarding the District's finances. (Health and Saf. Code, § 9077.)

4. **Trustees**

Each Trustee shall be entitled to request information and assistance from the District. Financial or legal advice shall be obtained only through the Board or the staff acting at the direction of the Board or within their authority as employees.

5. **Board Compensation**

In order to comply with the requirements of Health and Safety Code section 9031, which requires the compensation of the Trustees to be set by ordinance or resolution, these Bylaws are deemed to have been adopted by resolution. The Trustees shall receive one hundred dollars (\$100.00) for each regular meeting of the Board of Trustees attended, and twenty-five dollars (\$25.00) for each special board meeting attended, unless a special board meeting is held the same day as a regular board meeting, in which case no additional compensation shall be paid, and for required training attended, not to exceed a total of four hundred dollars (\$400.00) in any calendar month. Trustees shall be allowed actual and necessary traveling and incidental expenses incurred in the performance of official business of the District, as approved by the Board. (Health & Saf. Code, § 9031.)

6. **Notification of Impending Absence**

If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Board Chairperson, the Office Manager, or Clerk of the Board or designated representative prior to the meeting.

Bliss Power Lawn Equipment Co

1715 Fulton Ave
Sacramento, CA 95825
Phone: (916) 483-1167 Fax: (916) 483-0381

Estimate

242834

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. All merchandise returned is subject to a 20% re-stocking fee. No returns on special order, electrical or assembly parts.
STATE OF CA SMALL BUSINESS(MICRO)# 24291

Bill To				Ship To			
Cash Customer Sacramento Cash Sales Only							
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number	
1000					Estimate	BID	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department	
Casey Bliss	House Account	08/14/20	242834			Counter Sales	

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
MK606	EXMA	KIT,MULCH 606	1		1	\$477.95	\$434.50	\$434.50
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
LZS80TDYM604W0	EXMW	60" LAZER Z DIESEL 24.9HP TURBO YAN	1		1	\$23,309.00	\$17,199.00	\$17,199.00

Wholegoods Notes

YANMAR 3TNV80FT DIESEL ENGINE

Sub Total	\$17,633.50
Miscellaneous	\$0.00
Labor	\$0.00
Sales Tax	\$1,366.59
Grand Total	\$19,000.09

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. All merchandise returned is subject to a 20% re-stocking fee. No returns on special order, electrical or assembly parts.

Notes:



Customer acknowledges receipt thereof:

SHARPENING SHOP
2620 LANDER AVE
TURLOCK, CA 95380
Phone #: (209)632-2372
Fax #: (209)632-7506

PHONE #:
CELL #:
ALT. #:
P.O.#:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: 8/14/2020
ORDER #: 1233744
CUSTOMER #: 1001
CP: RB
LOCATION: 1
STATUS: **Active**

BILL TO 1001
CASH

SHIP TO
CASH SALE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EX	LZS80TDYM604W0	60" LAZER DIESEL 25HP TURBO YANMAR with SUSP. SEAT AND SEMI-	1	\$21,499.00	\$18,274.00	\$18,274.00
EXM	MK606	KIT,MULCH 606	1	\$394.98	\$336.00	\$336.00

Prices reflected on this quote are valid for 30 days.

WARNING: This product can expose you to chemicals which are known to the State of California to cause cancer, birth defects or other reproductive harm.

SUBTOTAL:	\$18,610.00
TAX:	\$1,465.54
ORDER TOTAL:	<u>\$20,075.54</u>

Authorized By: _____

SHARPENING SHOP
2620 LANDER AVE
TURLOCK, CA 95380
Phone #: (209)632-2372
Fax #: (209)632-7506

PHONE #:
CELL #:
ALT. #:
P.O. #:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: 8/14/2020
ORDER #: 1233744
CUSTOMER #: 1001
CP: RB
LOCATION: 1
STATUS: **Active**

BILL TO 1001
CASH

SHIP TO
CASH SALE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EX	LZS80TDYM604W0	60" LAZER DIESEL 25HP TURBO YANMAR with SUSP. SEAT AND SEMI-	1	\$21,499.00	\$18,274.00	\$18,274.00
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TAX:	\$1,465.54
ORDER TOTAL:	<u>\$20,075.54</u>

Authorized By: _____

Q U O T A T I O N

PAGE: 1

SHARPENING SHOP
2620 LANDER AVE
TURLOCK, CA 95380
Phone #: (209)632-2372
Fax #: (209)632-7506

PHONE #:
CELL #:
ALT. #:
P.O.#:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: **8/14/2020**
ORDER #: **1233744**
CUSTOMER #: **1001**
CP: **RB**
LOCATION: **1**
STATUS: **Active**

BILL TO 1001
CASH

SHIP TO
CASH SALE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EX	LZS80TDYM604W0	60" LAZER DIESEL 25HP TURBO YANMAR with SUSP. SEAT AND SEMI-	1	\$21,499.00	\$18,274.00	\$18,274.00
EXM	MK606	KIT,MULCH 606	1	\$394.98	\$336.00	\$336.00

Prices reflected on this quote are valid for 30 days.

WARNING: This product can expose you to chemicals which are known to the State of California to cause cancer, birth defects or other reproductive harm.

SUBTOTAL:	\$18,610.00
TAX:	\$1,465.54
ORDER TOTAL:	<u>\$20,075.54</u>

Authorized By: _____

Q U O T A T I O N

PAGE: 1

SHARPENING SHOP
2620 LANDER AVE
TURLOCK, CA 95380
Phone #: (209)632-2372
Fax #: (209)632-7506

PHONE #:
CELL #:
ALT. #:
P.O. #:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: 8/14/2020
ORDER #: **1233744**
CUSTOMER #: **1001**
CP: **RB**
LOCATION: **1**
STATUS: **Active**

BILL TO 1001
CASH

SHIP TO
CASH SALE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EX	LZS80TDYM604W0	60" LAZER DIESEL 25HP TURBO YANMAR with SUSP. SEAT AND SEMI-	1	\$21,499.00	\$18,274.00	\$18,274.00
EXM	MK606	KIT,MULCH 606	1	\$394.98	\$336.00	\$336.00

Prices reflected on this quote are valid for 30 days.

WARNING: This product can expose you to chemicals which are known to the State of California to cause cancer, birth defects or other reproductive harm.

SUBTOTAL:	\$18,610.00
TAX:	\$1,465.54
ORDER TOTAL:	<u>\$20,075.54</u>

Authorized By: _____

Q U O T A T I O N

PAGE: 1

California Turf Equipment & Supply Inc.
956 N J STREET
TULARE, CA 93274 USA
Phone #: (559)688-2505
Fax #: (559)688-0861

PHONE #: 686-5544
CELL #: (559)723-2004
ALT. #:
P.O.#:
TERMS: Net 30
SALES TYPE: Quote

DATE: 8/14/2020
ORDER #: 258211
CUSTOMER #: 3703
CP: JULIO
LOCATION: 1
STATUS: Active

BILL TO 3703

TULARE PUBLIC CEMETARY
900 E KERN AVE
TULARE, CA 93274

SHIP TO

TULARE CITY CEMETARY
900 E TRENT
TULARE, CA 93274

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EXM	LZS80TDYM604W0	EXMARK DIESEL 25HP YAMAR ENG 60"	1	\$21,499.00	\$17,199.00	\$17,199.00
EXM	MK606	KIT,MULCH 606	1	\$434.48	\$316.00	\$316.00

Quotation

SUBTOTAL: \$17,515.00
TAX: \$1,444.99
ORDER TOTAL: \$18,959.99

Authorized By: _____

TULARE PUBLIC CEMETERY DISTRICT
900 E KERN AVE.
TULARE, CALIFORNIA 93274

MANAGER JOB DESCRIPTION

The Manager is directly responsible to the Board of Trustees for implementation and adherence to Board policy, rules and regulations.

DUTIES AND RESPONSIBILITIES

Be responsible for the overall program of maintenance, and beautification of the District grounds and facilities. Oversees all activities involved in sales and services, including financial and clerical procedures, supervises the personnel program for the District, including the administration, review and recommended revision of personnel policies and procedures to the Board of Trustees. Recruits, screens, hires potential employees, and sets compensation. Prepares annual District budget, prepares Board meeting agenda, takes Board special and regular meeting minutes, makes recommendations to trustees involving District policy and procedures, and investigates complaints and inquiries concerning the District. Creates a safe work environment. Attends all Board of Trustee meetings unless otherwise excused, plus other duties as assigned by the Board of Trustees.

KNOWLEDGE OF:

Principles, problems and methods of public administration including organization, personnel and fiscal management, office management principles, methods and procedures, state and local laws and regulations relating to the operation of a public cemetery district, and principles of employee supervision and training.

ABILITY TO:

Analyze and solve problems of organization and management. Prepare reports and make recommendations on the setting of District policies. Train and supervise the work of subordinate personnel, establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees and other governmental agencies. Analyze and interpret fiscal and accounting records and data and prepare reports. Relate and deal with families and individuals in grief, and under emotional stress.

Tulare Public Cemetery

Managers Performance Annual Evaluation

Manager: Leonor Castañeda

Rating Period: January 1 – December 31, XXXX

Overall Performance Rating

OVERALL PERFORMANCE RATING		
Exceeds Standards Individual gives valuable service to the District: such performance consistently exceeds what is reasonably expected of the Manager	Meets Standards Individual consistently demonstrates that essential job responsibilities are fully performed as expected from the Manager	Does Not Meet Standards Individual does not consistently meet job responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XXXXXXXXXXXXXXXXXXXX, Chair

Date _____

Leonor Castañeda, Manager

Date _____

Operation

Expectations: Supervise the "day to day: maintenance, construction, internments, sales, and other activities necessary for the efficient operation of the District cemeteries. This includes all public relation, customer complaint investigation, and inter-governmental agency interface activities.

OPERATION PERFORMANCE RATING		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Has well-rounded knowledge in all phases of the Cemetery business and industry standards. Using that knowledge provides guidance to staff to ensure the District serves the public	Has knowledge of duties and essential functions to do the job and is competent in performance responsibilities.	Demonstrates significant gaps in knowledge of duties and essential functions or does not demonstrate sustainable performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budget and Financial

Expectations: Develop for Board approval the annual budget and operate the District within that budget throughout the year. This include recommending prices and salaries, as well as being responsible for all expenditures and sales/services activities. Provide complete budget and financial reports for each monthly board meeting.

BUDGET AND FINANCIAL PERFORMANCE RATING		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Has well-rounded knowledge in all phases of the job, and possesses willingness to seek subject matter experts as needed. Has exceptional ability in some areas while demonstrating strong expertise within all key areas of responsibilities	Has knowledge of duties and essential functions to do the job and is competent in performance responsibilities.	Demonstrates significant gaps in knowledge of duties and essential functions or does not demonstrates sustainable performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personnel

Expectations: Supervise all personnel programs including the administration, review and recommended revision of personnel policies and procedures to the board to trustees. Be responsible for hiring and developing all personnel, successful safety programs, and for conforming to laws related to fair labor practices, discrimination, sexual harassment.

PERSONNEL PERFORMANCE RATING		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully supports the District's goals and objectives by providing leadership and management to recruit, develop, and retain highly competent staff. Provides staff opportunities and recognition of their value to the team.	Demonstrates consistent employee management. Personnel issues are handled appropriately and professionally. Recognizes employees and gives them a sense of achievement for a job well done.	Inconsistent in ability to address personnel issues in either a timely or appropriate manner. Employees and/or team are stagnant in their development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administration

Expectations: Provide the Board Meeting agenda and monthly reports as required, and attend all Board meetings unless otherwise excused. Discharge other duties as assigned by the Board of Trustees.

ADMINISTRATION PERFORMANCE RATING		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Creates a partnership with Board members and Board committees that promotes and maintains the growth of positive collaborative working relationships. Provides regular information and reports to the Board concerning matters of importance to cemetery operation.	Carries out directives of the body, as a whole. Establishes and maintains working relations with the Board and Board committees.	Has difficulty working with the Board or does not consistently develop or maintain effective working relationships.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manager Goals

List of the Manager partnership with the Board at the beginning of the performance evaluation year to create the following goals. These goals must be specific, measurable, achievable, relevant and timely.

- 1)
- 2)
- 3)
- 4)
- 5)

MANAGER GOALS PERFORMANCE RATING		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully influences outcomes of the Manager goals that supports the Board vision for the District. Accelerates the transition from 'good to great' results.	Understands the Manager/Board goals for the year and works to take supportive actions to meet most of the goals.	Does not demonstrate the ability to carry out the Manager goals or is inconsistent in meeting the goals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Evaluation

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

Performance Evaluations

MANAGER

The Manager is retained and serves at the will of the Board of Trustees. The Board of Trustees shall review the performance of the Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

The performance evaluations should occur in closed session annually during the Board of Trustees meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Trustees and the Manager.

The Board of Trustees shall ensure the appointment of an Ad-Hoc committee that will utilize an approved evaluation form that shall be completed prior to the formal performance review session. The Manager shall provide the following to the Board appointed subcommittee:

- a) Blank Performance Evaluation Form
- b) A copy of any previous year's evaluation form(s)
- c) Any notable accomplishments or corrective action
- d) Current Pay Scale

The Ad-Hoc member(s) shall meet as a group with the Manager to verbally discuss the components of the performance evaluation and received feedback from the Manager relative to his/her assessment. The Ad-Hoc committee and Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. The Ad-Hoc committee shall prepare input on the evaluation form including the overall performance evaluation, feedback, goals, assessment of accomplishments & corrective action, and any recommended compensation adjustments prior to the Board of Trustees meeting when the Closed Session Public Employee Performance Evaluation is scheduled.

During a scheduled public meeting under closed session(s), the Board appointed Ad-Hoc committee shall meet and provide information and feedback to the Board of Trustees for an overall discussion of the performance for the past review period. Any changes or additions to the performance evaluation form may be made by the Board as a whole upon final review. The Board shall then meet with the Manager to discuss the individual performance evaluation for the year. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting. If requested by the Board and/or the Manager, the District's Legal Counsel may attend the evaluation session.

A copy of this written evaluation should be signed by and provided to the Manager. A copy shall be kept in the respective personnel file. The performance evaluation shall be kept confidential.

ATTACHMENTS:

ATTACHMENT A: Manager Performance Evaluation Form

Tulare Public Cemetery District
Special Board Meeting Minutes
July 15, 2020

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 10:22 a.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Stephen Presant. Trustees present were via teleconference, Secretary James Pennington, Trustee Vicki Gilson and Trustee Alberto Aguilar

RECOGNITION OF VISITORS:

Jesse Martin, Linda Maloy, Vicki Gordon, Carlos Mendoza Sr., Carlos Mendoza Jr., and Alex Gutierrez.

COVID-19 BURIAL PROCEDURES:

The board directed Manager Castaneda to move forward with the COVID-19 procedures as it was being done before July 7, 2020 with the exception of having people bring their own umbrella to the service for shading.

DISCUSSION OF UNAUTHORIZED COMMENTS TO THE MEDIA:

Chairperson Presant reminded the board that according to the district's bylaws the chairperson is the official spokesperson for the Board and the principal contact with other government agencies, legal counsel and the press unless the Board delegates this authority to another. Going forward Chairperson Presant will be sending out Press Releases to the media. Chairperson Presant decided to bring this item up to the boards attention because some board members have been placing their own articles to the media. Chairperson Presant informed the board that it is incorrect for a board member to do this and that the board should act as a body and the chairperson is the districts official spokesperson for the board principal contact with other government agencies, legal counsel and the press. He would like to keep everything under one umbrella and would like the boards support in this.

MANAGER'S REPORT:

We have a board member coming onto cemetery grounds taking pictures of staff while they are working and asking funeral home staff questions about the cemetery and wanting to know why the funeral home did not ask this board member's permission or tell him that they were having a service. The funeral homes and/or staff have no obligation to any board member as to what they are doing. This board member also took pictures of one of our vendor's employee who came to drop off supplies at the cemetery. The vendor's employee told Foreman Faria that our board member has no right to be taking pictures of him doing his job. The board member did not ask him for permission to be taking pictures of him. The vendor's manager called me and said that if our board members do not leave his employees alone and let them do their jobs, they will no longer supply us with anything. The cemetery will lose their business.

You as board members are to set policy not to demand funeral home staff what services they are doing. Not to be taking pictures of cemetery staff when they are working or vendors when they are coming onto cemetery ground to supply us with much need supplies.

I received an e-mail from Trustee Aguilar on July 14, 2020 in his e-mail he states "I want to know why the County Health Department only cleared the three office staff employees to

Tulare Public Cemetery District
Special Board Meeting Minutes
July 15, 2020

return to work if those individuals were at the same safety meeting as the other employees. I also want to know what information was sent to the District office by the County Health Department that states the reasons for clearing the three staff employees to return to work on July 13, 2020."

These are questions that I cannot answer or even give out to anyone because of the HIPAA Act.

Chairperson Presant viewed this as harassment by any board member who is taking pictures.

Trustee Aguilar said he took pictures to show that Foreman Faria and Manager Castaneda were not following the COVID-19 Rules & Regulations. I took those photos to show that they are doing what they are not supposed to be doing and it is because of their failure, their deliberate failure of not following the COVID-19 Rules & Regulations that one of the employees has gone ahead and been diagnosed with COVID-19.. As far as for her and the employees to go on strike I welcome them to go on strike. PLEASE DO SO! You are an at will employee go on strike. Thank you.

Vice Chairperson Avila said if the cemetery is having vendors who will not do business with the cemetery because of Trustee Aguilar taking picture of them then that is directly affecting our operations here. I have to agree with Steve it is not only harassment but also intimidation. Employees do not have to work for us and they're skilled employees. You can talk about your rights; everyone wants to talk about their rights in this county but nobody wants to talk about their responsibility and what you have Alberto is a responsibility as a board member. You want to talk about your rights and just forget what your responsibility is. Our whole goal as a cemetery is to provide a service for the public that is what our goal is and I don't know how we are going to do that without employees. I'm horrified that you challenge the employees to go on strike. I think everybody has a right to work at their work environment and not feel like their being harassed. I am sorry this is an outrage it's uncalled for and it's totally out of bounds. It's one thing if you observe one thing and you go to the chair with your concerns of your observation and let the chair handle it.

Secretary Pennington said he has been on this board for six months now and it is an embarrassment when I see board members who deliberately try to entrap, to play an I got you moment, to try to harass employees. our jobs as board members is to help, to encourage, to give instructions. It is an embarrassment to our city, to our board and to the employees of the cemetery. I am sorry. If something goes wrong, we bring it up we have means to talk to the manager, we talk to that person we correct it. It's all about education, training. Taking cameras and exposing people and talking to people when they are in their own time is wrong. Stop the harassment.

Manager Castaneda informed the board that on July 17th staff will have all services that were scheduled the previous week and this week completed in total the district had eleven services. We have experienced some complications out in the grounds with sprinklers breaking at both cemeteries. Staff will not be able to repair these sprinklers until they have completed all services. They are also doing catch up with the mowing and the weed eating.

Tulare Public Cemetery District
Special Board Meeting Minutes
July 15, 2020

Office staff is taking in families by appointment only. Office staff is not letting anyone in the office unless they are here to sign or pay for a service. Mortuaries are not coming in to drop off paperwork instead they are dropping it off in our mail box.

ADJOURNMENT:

Having nothing further Chairperson Presant adjourned the meeting at 12:10 p.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Regular Board Meeting Minutes
July 23, 2020

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:08 p.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Stephen Presant. Trustees present were Vice Chairperson Xavier Avila, Secretary James Pennington, Trustee Vicki Gilson and Trustee Alberto Aguilar.

RECOGNITION OF VISITORS:

Kathy Mendonca and Jennifer Berchium.

PUBLIC COMMENTS:

At 1:15 p.m. Chairperson Presant opened up for Public Comments.

Jennifer spoke regarding CALPERS she wanted to know why do employees need to be at the board meeting. She also on the water at North cemetery or the lack of it and weeds being up on top of headstones. She felt that the cemetery is not being attended to correctly.

Kathy Mendonca wanted to know the policy on vases. She felt that the cemetery workers have no right to take what her or her family put on the headstone considering it is her property. She also spoke on the maintenance of the cemetery grounds and how seven years ago the cemetery was so beautiful and now it doesn't look like the cemetery is being attended to correctly.

Alex Gutierrez asked the board to get better technology for the cemetery. He recommended to upload cemetery board meetings. He also asked for the board to have Trustee Aguilar's agenda items brought forth along with Trustee Gilson's agenda items. Mr. Gutierrez brought to the boards attention that it is the bad miss management and leadership of the cemetery that has caused the COVID-19 outbreak in our county.

Carlos Mendoza Sr. Asked how he could get copies of all district policies and regulations.

TRUSTEE COMMENTS:

Trustee Aguilar commented on an e-mail he sent on June 23, 2020 his request on missing financial reports and as of today has not received the data manager Castaneda is in violation of letting Trustee Aguilar do his fiduciary duty.

Trustee Gilson stated we've had a lot of difficulties with Brown Act violations and financial reports. Trustee Gilson suggested that all board members and 2 staff members attend the CSDA workshops.

Vice Chairperson Presant gave an update on the well at North cemetery.

CALPERS PEPRA CONTRIBUTION:

It was motioned by Vice Chairperson Avila to give every employee a \$1.00 raise and for it to take effect on July 1, 2020, second by Secretary Pennington (4-1) Trustee Aguilar – No, Trustee Gilson – Yes, Secretary Pennington – Yes, Vice Chairperson – Yes, Chairperson – Yes.

At 3:20pm Vice Chairperson Avila left the meeting.

APPROVAL OF MAY 27, 28, JUNE 9, 25, & JULY 7, 2020 MINUTES:

Chairperson Presant accepted the minutes with changes.

At 3:33pm Vice Chairperson Avila returned to the meeting.

Tulare Public Cemetery District
Regular Board Meeting Minutes
July 23, 2020

APRIL & MAY 2020 FINANCIAL REPORTS:

Trustee Aguilar made a motion to approve the financial with corrections, second by Vice Chairperson Avila (5-0) Trustee Aguilar – Yes, Trustee Gilson – Yes, Secretary Pennington – Yes, Vice Chairperson – Yes, Chairperson – Yes.

At 4:28pm Vice Chairperson Avila left the meeting.

FISCAL YEAR 2020-2021 PROPOSED BUDGET:

Trustee Gilson made a motion with the corrections indicated to approve the Fiscal Year 2020-2021 Budget, second by Trustee Aguilar (4-0) Trustee Aguilar – Yes, Trustee Gilson – Yes, Secretary Pennington – Yes, Chairperson Presant – Yes.

BEREAVEMENT TRAINING:

The board directed Manager to get information on any bereavement training for staff.

LETTER FROM SALCIDO FAMILY:

The board directed Manager to send a letter of apology to the Salcido family. It was motioned by Trustee Aguilar to pay the monument company \$375.00 toward the Salcido mother's headstone, second by Secretary Pennington (5-0) Trustee Aguilar – Yes, Trustee Gilson – Yes, Secretary Pennington – Yes, Vice Chairperson Avila – Yes, Chairperson Presant – Yes.

COVID-19 EMPLOYEE PROCEDURES:

It was a consensus from the board that a letter from TCHD.

MANAGERS REPORT:

Manager Castaneda reported to the board of the break in at Kern cemetery breakroom, nothing was taken. She also reported on the several sprinklers that were broken during employee's time off at Kern and North cemetery.

ADJOURNMENT:

Chairperson Presant adjourned the meeting at 5:34 p.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Emergency Board Meeting Minutes
July 27, 2020

CALL TO ORDER:

The Tulare Public Cemetery emergency board meeting was called to order at 4:15 p.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Stephen Presant. Trustees present via teleconference were Vice Chairperson Xavier Avila, Secretary James Pennington, Trustee Vicki Gilson and Trustee Alberto Aguilar.

Present at Board Meeting David Faria and Les Travioli of Alta Pump

The emergency meeting was convened by Chairman Steve Presant to review the Alta Pump bid dated July 27, 2020 to repair the submersible pump at the North Cemetery for a cost of \$15,047.60, and if new submersible cable is needed or requested, a total bid cost of \$16,136.47. Les Travioli of Alta Pump in response to questions from the board members was able to provide details of the bid and his opinion of the equipment proposed to be installed and why the existing pump failed after three years. Discussion from the board on the bid from Alta Pump, the prevailing wage requirement for this vendor, and the other two past bids that had been received in the last week. Trustee Alberto Aguilar desired to have the bid components itemized by cost and prevailing labor costs shown. Motion made by Trustee Xavier Avila to approve the bid price of \$16,136.47 as presented by Alta Pump and seconded by Trustee Jim Pennington.

Trustees were polled to approve bid:

Alberto Aguilar: N

Xavier Avila: Y

Vickie Gilson: Y

Jim Pennington: Y

Steve Presant: Y

ADJOURNMENT:

Having nothing further Chairperson Presant adjourned the meeting at 5:05 p.m.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Audit Committee Minutes
June 22, 2020

CALL TO ORDER:

The Tulare Public Cemetery Audit Committee meeting of June 22, 2020 was called to order at 9:00am, at the district office, 900 E Kern Avenue, Tulare, California by Committee Member Stephen Presant. Committee Member present were Linda Maloy and Jim Pennington.

Leonor Castaneda was in attendance.

RECOGNITION OF VISITORS: Alex Gutierrez was a visitor.

The minutes of May 20, 2020 were approved as presented.

The April and May 2020 financials were approved with recommendation that our CPA review the 15 hours of double time that was entered in error. (3-0)

MANAGER'S REPORT:

There will some training in the Brown Act by lawyer Bob Hunt through the California Public Cemetery Association in the future that may be a benefit for trustees and new employees to the district.

With nothing further on the agenda Audit Committee member Presant adjourned the meeting at 9:45 a.m.

Respectfully Submitted

Audit Committee Member

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**BEFORE THE BOARD OF TRUSTEES
TULARE PUBLIC CEMETERY DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA**

In the Matter of Revolving Fund

)
) Resolution No. 2020/21 – 1
)

WHEREAS, on June 20, 2018, Resolution #2017/18 – 4 the Board of Trustees adopted a resolution pursuant to Health and Safety Code section 9078, providing that the District's revolving fund shall not exceed one hundred ten percent of one-twelfth of the district's adopted budget for the current fiscal year; and

WHEREAS, that resolution omitted some of the information required to be included by Government Code section 53950 et seq., which provides the general rules for revolving funds.

NOW, THEREFORE, BE IT RESOLVED that the revolving fund shall be administered as follows:

1. The District's existing account at the Bank of The Sierra is hereby designated as the revolving fund.
2. The fund may be used to pay any authorized expenditures of the District.
3. The manager of the District shall have the authority to make disbursements from the fund, with approval of the officers of the board and shall be responsible for keeping account of all receipts and disbursements from the fund.
4. The fund is needed to enable the District to pay bills directly without having to go to Tulare County Treasurer's Office to obtain County warrants.
5. The maximum amount in the revolving fund shall not exceed one hundred ten percent of one-twelfth of the District's adopted budget for the current fiscal year. For 2020-2021, the adopted budget is \$1,337,757, so the maximum amount in the revolving fund shall not exceed \$122,627.73.

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3 6. The manager shall ensure that the District's blanket bond contains an endorsement to be
4 conditioned, in addition to the other provisions of the bond, upon the faithful administration of the
5 revolving fund and upon the willingness and ability of the office manager to account for and pay over
6 the fund or funds upon demand of the Board of Trustees at any time.

7 7. The manager shall ensure that for any expenditure larger than \$1.00, an appropriate
8 receipt is obtained, setting forth the date, purpose, and amount of the expenditure.

9 8. Once the initial balance in the fund is established as set forth above, no other moneys are
10 to be deposited in the revolving fund. Instead, the manager shall provide to the County Auditor an
11 itemized account of all disbursements, and shall request reimbursement of the fund in that amount.

12 9. At any time, the Board of Trustees or the County Auditor may ask for an accounting of
13 the fund.

14 10. At any time, the Board of Trustees may reduce the maximum in the fund or may
15 discontinue it. If the maximum is reduced, the manager shall immediately return to the County
16 Treasurer the amount necessary to reduce the fund as ordered by the Board. If the fund is discontinued,
17 the manager shall immediately pay over the balance of the fund on hand as well as all outstanding
18 receipts to the County Treasurer.

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1 11. The office manager shall forward certified copies of this resolution to both the Auditor
2 and Treasurer divisions of the Tulare County Auditor-Controller/Treasurer-Tax Collector's office.
3

4 The foregoing resolution was adopted on motion of Trustee _____, seconded
5 by Trustee _____, at a regular meeting of the Board of Trustees held on _____
6 _____, 20__, by the following vote:

7 AYES: _____

8 NOES: _____

9 ABSTAIN: _____

10 ABSENT: _____

11
12 ATTEST: LEONOR CASTANEDA, CLERK
13

14 By: _____
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18 BBG/12/11/2019/TCD-General/1409974.docx
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Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274
PHONE: 559-686-5544 FAX: 559-686-7484

RESOLUTION NO. 2020/21 – 2

FUND TRANSFER REQUEST

TO: TULARE COUNTY AUDITOR-CONTROLLER
221 S. MOONEY BLVD., ROOM 101-E
VISALIA, CA 93291

DATE: August 27, 2020

Please transfer the following funds for the account of:

Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274

Upon motion by _____, second by _____, the following resolution was adopted:

Resolve that the amount of **\$39,810.00** to be transferred from the Endowment Care Fund 773 known at the treasures office as (Tulare PUB CEM DIST–Endowment) of the Tulare Public Cemetery District to be transferred to the Tulare Public Cemetery District Endowment Care Interest Fund 817 known at the treasures office as (Tulare PCD–Unreserved Fund) for future maintenance purposes.

<u>TRANSFER FROM:</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Tulare P C D-Endowment	CR 773-1100	\$39,810.00
<u>TRANSFER TO:</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Tulare PCD Unreserved Fund	DR 817-1100	\$39,810.00

I, James Pennington, Secretary/Treasurer of the Board of Trustees of the Tulare Public Cemetery District, do hereby certify that the foregoing is a true and correct copy of a resolution made and adopted by the Board of Trustees of the Tulare Public Cemetery District at a meeting duly and regularly called and held on the 27th day of August 2020.

Board Secretary/Treasurer

Tulare Public Cemetery District
Balance Sheet
As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	398.18
10150 · Bank of The Sierra - CHK ACCT	44,832.68
10500 · Cash in Treasury (772)	281,393.76
10600 · Endowment - Reserved (773)	
1620 · Edowment Care 1620	316,017.92
10600 · Endowment - Reserved (773) - Other	1,210,737.59
Total 10600 · Endowment - Reserved (773)	1,526,755.51
10700 · Cash in Expansion Account (807)	72,683.30
10900 · Endowment - Unreserved (817)	344,792.60
Total Checking/Savings	2,270,856.03
Other Current Assets	
10 · Customer Balance Due	263.17
12001 · Undeposited Funds	16,744.65
Total Other Current Assets	17,007.82
Total Current Assets	2,287,863.85
TOTAL ASSETS	2,287,863.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	6,921.28
Total Accounts Payable	6,921.28
Other Current Liabilities	
24000 · Payroll Liabilities	-1,249.78
24010 · Pension Payable	2,267.22
25500 · Sales Tax Payable	1,944.45
Total Other Current Liabilities	2,961.89
Total Current Liabilities	9,883.17
Total Liabilities	9,883.17
Equity	
30000 · Opening Balance Equity	2,282,733.86
31100 · Retain Earnings	-175,912.49
Net Income	171,159.31
Total Equity	2,277,980.68
TOTAL LIABILITIES & EQUITY	2,287,863.85

6:04 PM

08/23/20

Accrual Basis

Tulare Public Cemetery District

Profit & Loss Budget Performance

June 2020

	Jun 20	Budget	Jul '19 - Jun...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 • County Taxes	5,624	14,647	183,568	175,760	175,760
4801 • Interest Income - 772	2,313	250	5,621	3,000	3,000
5400 • Charges for Current Services	47,954	50,833	707,269	610,000	610,000
5805 • Misc. Revenue	439	1,667	7,141	20,000	20,000
5834 • Restitution	100	0	600	0	0
5835 • Other Revenue	13	270	10,950	3,240	3,240
Total Income	56,443	67,667	915,149	812,000	812,000
Expense					
6000 • Payroll and Employee Benefits					
6001 • Regular Payroll	24,635	20,708	258,533	248,500	248,500
6002 • Overtime	635	417	9,730	5,000	5,000
6004 • Benefits	5,671	3,167	72,233	38,000	38,000
6005 • Extra Help	1,477	4,583	68,808	55,000	55,000
6008 • Directors Fees	675	250	2,325	3,000	3,000
6011 • Retirement-SD Portion	3,024	2,000	33,568	24,000	24,000
6012 • Social Security and Medicare	1,933	1,500	20,522	18,000	18,000
6015 • Workers Compensation Ins	0	1,500	22,323	18,000	18,000
6016 • Unemployment Ins.	0	417	1,624	5,000	5,000
6000 • Payroll and Employee Benefits - Other	-12	0	-12	0	0
Total 6000 • Payroll and Employee Benefits	38,039	34,542	489,655	414,500	414,500
7003 • Penalties	0	500	1,317	6,000	6,000
7004 • Clothing and Personal Supplies	637	333	4,007	4,000	4,000
7005 • Telecommunications	492	500	7,171	6,000	6,000
7006 • Vaults and Crypts	4,650	5,417	71,660	65,000	65,000
7009 • Household Supplies	130	125	1,491	1,500	1,500
7010 • Insurance	5,678	1,750	17,029	21,000	21,000
7025 • Mileage Reimbursement Expense	0		67		
7030 • Maintenance and Repairs	7,958	8,917	110,413	107,000	107,000
7036 • Office Supplies and Expense	1,340	2,042	13,712	24,500	24,500
7039 • Miscellaneous	0	208	661	2,500	2,500

6:04 PM

08/23/20

Accrual Basis

Tulare Public Cemetery District

Profit & Loss Budget Performance

June 2020

	Jun 20	Budget	Jul '19 - Jun...	YTD Budget	Annual Bud...
7043 · Professional Fees	1,242	1,708	40,542	20,500	20,500
7045 · Security	0	333	2,170	4,000	4,000
7059 · Publications and Legal Notices	728	250	6,877	3,000	3,000
7073 · Training / Education	0	667	6,769	8,000	8,000
7081 · Utilities	4,096	3,750	41,742	45,000	45,000
7425 · Taxes	0	125	1,299	1,500	1,500
8001 · Graves Repurchase	0	833	4,865	10,000	10,000
8100 · Building and Improvements	0	1,500	0	18,000	18,000
8300 · Equipment	0	4,167	52,190	50,000	50,000
Total Expense	64,991	67,667	873,637	812,000	812,000
Net Ordinary Income	-8,548	0	41,511	0	0
Other Income/Expense					
Other Income					
9100 · Endowment					
9101 · Endowment Revenue	2,546	5,000	60,681	60,000	60,000
9102 · Interest Income - EC	10,859	2,500	39,810	30,000	30,000
9100 · Endowment - Other	0	0	0	0	0
Total 9100 · Endowment	13,405	7,500	100,491	90,000	90,000
9200 · Fund for Future Expansion - 807					
9201 · Rent and Concessions - 807	13,000	0	21,400	8,400	8,400
9203 · Interest Income - 807	503	42	1,582	500	500
9204 · Future Expansion Current Servic	0	0	0	0	0
9200 · Fund for Future Expansion - 807 - Other	0	1,250	0	15,000	15,000
Total 9200 · Fund for Future Expansion - 807	13,503	1,292	22,982	23,900	23,900
9300 · Unreserved Funds - 817					
9301 · Interest Income - 817	2,461	542	6,176	6,500	6,500
9300 · Unreserved Funds - 817 - Other	0	0	0	0	0
Total 9300 · Unreserved Funds - 817	2,461	542	6,176	6,500	6,500
Total Other Income	29,370	9,333	129,648	120,400	120,400

6:04 PM

08/23/20

Accrual Basis

Tulare Public Cemetery District
Profit & Loss Budget Performance
June 2020

Other Expense
7432 - Appropriation for Contingencies
Total Other Expense
Net Other Income
Net Income

Jun 20	Budget	Jul '19 - Jun...	YTD Budget	Annual Bud...
0	0	0	0	0
0	0	0	0	0
29,370	9,333	129,648	120,400	120,400
20,822	9,333	171,159	120,400	120,400

9:48 AM

08/18/20

**Tulare Public Cemetery District
Reconciliation Summary**

10150 · Bank of The Sierra - CHK ACCT, Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	48,159.55
Cleared Transactions	
Checks and Payments - 53 items	-45,917.58
Deposits and Credits - 4 items	65,000.00
Total Cleared Transactions	<u>19,082.42</u>
Cleared Balance	<u>67,241.97</u>
Uncleared Transactions	
Checks and Payments - 27 items	-22,409.29
Total Uncleared Transactions	<u>-22,409.29</u>
Register Balance as of 06/30/2020	<u>44,832.68</u>
Ending Balance	44,832.68

11:19 AM
08/24/20
Accrual Basis

Tulare Public Cemetery District
Check List Without Payroll
June 2020

Date	Num	Name	Memo	Amount	Balance
10150 • Bank of The Sierra - CHK ACCT					
06/12/2020	AUT...	AT & T Phone's		-70.00	-70.00
06/15/2020	AUT...	Southern California ...		-682.45	-752.45
06/16/2020	AUT...	AT & T Mobility		-89.62	-842.07
06/19/2020	AUT...	City of Tulare		-1,317.61	-2,159.68
06/26/2020	AUT...	AT & T Phone's		-166.48	-2,326.16
06/26/2020	AUT...	AT & T Phone's		-181.99	-2,508.15
06/29/2020	AUT...	Intuit	JUNE 2020 PAYR...	-14.00	-2,522.15
06/02/2020	2003	CA Turf Equipment ...		-164.18	-2,686.33
06/02/2020	2004	Carrot- Top		-490.86	-3,177.19
06/02/2020	2005	Ewing Irrigation & L...		-951.80	-4,128.99
06/02/2020	2006	Linder Equip CO.		-2,771.96	-6,900.95
06/02/2020	2007	Lowe's		-143.67	-7,044.62
06/02/2020	2008	M. Green and Comp...		-200.00	-7,244.62
06/02/2020	2009	Morris Levin & Son		-1,071.64	-8,316.26
06/02/2020	2010	Seacoast Business ...		-2,959.14	-11,275.40
06/02/2020	2011	Res Com		-45.00	-11,320.40
06/02/2020	2012	Soap Man		-48.71	-11,369.11
06/02/2020	2013	Tulare County Coun...		-757.31	-12,126.42
06/02/2020	2014	Wizix		-116.78	-12,243.20
06/11/2020	2018	Alberto Aguilar	special Meeting	-25.00	-12,268.20
06/11/2020	2019	Another Potter Porta...		-124.58	-12,392.78
06/11/2020	2020	Ewing Irrigation & L...		-61.86	-12,454.64
06/11/2020	2021	Gary V. Burrows Inc.		-336.81	-12,791.45
06/11/2020	2022	Home Depot Cedit ...		-511.06	-13,302.51
06/11/2020	2023	Lawrence Tractor C...		-73.26	-13,375.77
06/11/2020	2024	Seacoast Business ...		-590.72	-13,966.49
06/11/2020	2025	Office Depot		-472.00	-14,438.49
06/11/2020	2026	Reed Shaffer		-767.46	-15,205.95
06/11/2020	2027	Res Com		-45.00	-15,250.95
06/11/2020	2028	Tulare First Baptist ...	Special Meeting	-25.00	-15,275.95
06/11/2020	2029	Valley Expetec		-206.25	-15,482.20
06/11/2020	2030	Valley Industrial Me...		-90.00	-15,572.20
06/11/2020	2031	Vicki Gilson	Special Meeting	-25.00	-15,597.20
06/22/2020	2032	Alberto Aguilar		-100.00	-15,697.20
06/22/2020	2033	Battery Pro		-88.00	-15,785.20
06/22/2020	2034	CA Turf Equipment ...		-432.55	-16,217.75
06/22/2020	2035	California Industrial ...		-56.51	-16,274.26
06/22/2020	2036	Lawrence Tractor C...	VOID:	0.00	-16,274.26
06/22/2020	2037	Morris Levin & Son		-22.40	-16,296.66
06/22/2020	2038	Polyguard & CO		-4,650.00	-20,946.66
06/22/2020	2039	RIGO'S SIGNS		-637.25	-21,583.91
06/22/2020	2040	Soap Man		-129.90	-21,713.81
06/22/2020	2041	Tulare County Coun...		-1,109.91	-22,823.72
06/22/2020	2042	Tulare First Baptist ...	Board Meeting	-100.00	-22,923.72
06/22/2020	2043	US Bank Equipment...		-89.23	-23,012.95
06/22/2020	2044	USA Printing And G...		-241.94	-23,254.89
06/22/2020	2045	Valley Expetec		-123.75	-23,378.64
06/22/2020	2046	Vicki Gilson		-100.00	-23,478.64
06/22/2020	2047	Visalia Times Delta		-104.15	-23,582.79
06/22/2020	2049	Lawrence Tractor C...		-1,720.78	-25,303.57
06/30/2020	2071	Alberto Aguilar	Board Meeting	-100.00	-25,403.57
06/30/2020	2072	Ewing Irrigation & L...		-758.99	-26,162.56
06/30/2020	2073	Gary V. Burrows Inc.		-324.16	-26,486.72
06/30/2020	2074	Illinois MidWest Ins...		-2,028.00	-28,514.72

11:19 AM
08/24/20
Accrual Basis

Tulare Public Cemetery District
Check List Without Payroll
June 2020

Date	Num	Name	Memo	Amount	Balance
06/30/2020	2075	Lowe's		-506.34	-29,021.06
06/30/2020	2076	Morris Levin & Son		-3,224.41	-32,245.47
06/30/2020	2078	Res Com		-45.00	-32,290.47
06/30/2020	2079	SoCalGas		-22.67	-32,313.14
06/30/2020	2081	Tulare First Baptist ...	Board Meeting	-100.00	-32,413.14
06/30/2020	2082	Wizix		-229.60	-32,642.74
06/30/2020	2084	Vicki Gilson	Board Meeting	-100.00	-32,742.74
06/30/2020	2088	Seacoast Business ...		-738.40	-33,481.14
Total 10150 · Bank of The Sierra - CHK ACCT				-33,481.14	-33,481.14
TOTAL				-33,481.14	-33,481.14

Tulare Public Cemetery District

Payroll Summary

June 2020

	Hours	Rate	Jun 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Bereavement Time		17	0
Double-time hourly		36	0
Holiday Pay		19	0
Hourly	1,153	18	23,044
Hourly Sick	26	18	582
Hourly Vacation	50	18	1,010
Overtime (x1.5) hourly	20	27	635
Total Gross Pay	1,248		25,271
Adjusted Gross Pay	1,248		25,271
Taxes Withheld			-4,153
Deductions from Net Pay			-1,366
Net Pay	1,248		19,752
Employer Taxes and Contributions			
Federal Unemployment			0
Medicare Company			366
Social Security Company			1,567
CA - Unemployment			0
CA - Employment Training Tax			0
Total Employer Taxes and Contributions			1,933

12:08 PM

08/22/20

Tulare Public Cemetery District

Reconciliation Summary

10500 · Cash in Treasury (772), Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	268,873.57
Cleared Transactions	
Checks and Payments - 2 items	-65,000.00
Deposits and Credits - 14 items	77,520.19
Total Cleared Transactions	<u>12,520.19</u>
Cleared Balance	<u><u>281,393.76</u></u>
Register Balance as of 06/30/2020	281,393.76
Ending Balance	281,393.76

10:29 AM

08/21/20

**Tulare Public Cemetery District
Reconciliation Summary**

10600 - Endowment - Reserved (773), Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	1,512,559.17
Cleared Transactions	
Deposits and Credits - 5 items	<u>14,196.34</u>
Total Cleared Transactions	<u>14,196.34</u>
Cleared Balance	<u><u>1,526,755.51</u></u>
Register Balance as of 06/30/2020	1,526,755.51
Ending Balance	1,526,755.51

10:30 AM

08/21/20

**Tulare Public Cemetery District
Reconciliation Summary**

10700 - Cash in Expansion Account (807), Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	71,200.97
Cleared Transactions	
Deposits and Credits - 2 items	<u>1,482.33</u>
Total Cleared Transactions	<u>1,482.33</u>
Cleared Balance	<u><u>72,683.30</u></u>
Register Balance as of 06/30/2020	72,683.30
Ending Balance	72,683.30

10:34 AM

08/21/20

**Tulare Public Cemetery District
Reconciliation Summary**

10900 - Endowment - Unreserved (817), Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	342,331.18
Cleared Transactions	
Deposits and Credits - 1 item	<u>2,461.42</u>
Total Cleared Transactions	<u>2,461.42</u>
Cleared Balance	<u><u>344,792.60</u></u>
Register Balance as of 06/30/2020	344,792.60
Ending Balance	344,792.60

TULARE PUBLIC CEMETERY DISTRICT
2018 - 2020 MONTHLY INTERMENT COMPARISON

JUNE INTERMENTS 2018

BODY BURIALS	KERN		11
	NORTH		17
NICHES/HEX			4
CREMATION BURIALS	KERN		7
	NORTH		0
BABY BURIALS	KERN		0
	NORTH		0
TOTALS			39

JUNE INTERMENTS 2019

BODY BURIALS	KERN		6
	NORTH		5
NICHES/HEX			0
CREMATION BURIALS	KERN		2
	NORTH		2
BABY BURIALS	KERN		0
	NORTH		0
TOTALS			15

JUNE INTERMENTS 2020

BODY BURIALS	KERN		11
	NORTH		6
NICHES/HEX			1
CREMATION BURIALS	KERN		3
	NORTH		2
BABY BURIALS	KERN		0
	NORTH		1
TOTALS			24

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	22	5	27
FEB	18	7	25
MAR	27	8	35
APR	19	7	26
MAY	25	3	28
JUN	28	11	39
TOTAL	139	41	180

Percentage Total: 77% 23%

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	14	8	22
FEB	15	9	24
MAR	28	4	32
APR	16	10	26
MAY	12	9	21
JUN	11	4	15

TOTAL 96 44 140
Percentage Total: 69% 31%

	<u>BODY</u>	<u>CREMATION</u>	<u>TOTAL</u>
JAN	33	6	39
FEB	20	6	26
MAR	25	8	33
APR	15	8	23
MAY	16	6	22
JUN	18	6	24

TOTAL 127 40 167
Percentage Total: 76% 24%

2018

Tulare Public Cemetery

2020

pre-needs 2019

<u>NORTH</u>	TALL	FLAT	1/2 GRAVE	TALL	FLAT	1/2 GRAVE	TALL	FLAT	1/2 GRAVE
FEB	0	0	0	10	5	0	0	4	0
MAR	0	0	0	4	5	0	2	2	1
APR	1	3	0	4	9	0	0	3	0
MAY	0	1	0	0	2	0	0	5	0
JUNE	3	4	0	0	4	0	2	3	0
JULY	0	2	0	0	0	0	8	9	0
TOTAL	4	10	0	18	25	0	12	26	1
<u>KERN</u>	NICHE/HEX	1/2 GRAVE	NICHE/HEX	1/2 GRAVE	NICHE/HEX	1/2 GRAVE	NICHE/HEX	1/2 GRAVE	
FEB	0	0	0	0	0	1	0	1	
MAR	0	0	0	0	0	0	0	0	
APR	0	0	0	6	0	0	0	0	
MAY	1	0	0	0	0	0	0	0	
JUNE	2	0	0	2	0	0	0	2	
JULY	0	0	0	0	0	0	0	0	
TOTALS	3	0	0	8	1	2	0	2	

NORTH TOTAL

14

KERN TOTAL

3

GRAND TOTAL

17

NORTH TOTAL

43

KERN TOTAL

9

GRAND TOTAL

52

NORTH TOTAL

39

KERN TOTAL

2

GRAND TOTAL

41