

Tulare Public Cemetery District

This is an Endowment Care Interment

REGULAR BOARD MEETING AGENDA



Chairman- Stephen Presant (Steve)

Vice Chairman- Xavier Avila

Secretary- Patricia Hitlin (Trish)

Trustees- Carlos Ramos (Charlie) & Michele Lima

Tulare Public Cemetery – Conference Room Tuesday, September 24, 2024
900 E. Kern Avenue – Tulare, CA 1:00 p.m. – Regular Board Meeting

Public Information about Meetings:

Attend meetings in person or access the meeting live via Facebook <https://www.facebook.com/profile.php?id=100076699464485>

Documents related to items on the agenda are accessible on District's website at www.tularecemetery.net and available for viewing in a single binder at the entrance of the conference room.

Public Comments – Any member of the public wishing to address the Board shall first identify himself or herself and shall be limited to three(3) minutes (six (6) minutes if a language interpreter is used) unless extended by the chairperson. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MOMENT OF SILENCE IN MEMORY OF THOSE WHO HAVE PASSED**
- 5. RECOGNITION OF VISITORS**
- 6. PUBLIC COMMENTS (three (3) minutes per person)**
- 7. TRUSTEE COMMENTS (three (3) minutes per person)**
- 8. OPEN SESSION - AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS:**
(All items are subject to discussion and possible action by the Board Members.)
 - 8.1- Brown Act Training by County Counsel**
 - 8.1a-** Regular vs. Special Meeting
 - 8.1b-** Allowance of public comments at standing committee meetings
 - 8.1c-** Limitations on social media interactions under Gov Code Section 54952.2(a)(3)(A)
 - 8.2- Remedial Action for Brown Act Violations**
 - 8.3- Approve minutes for Regular Board Meeting August 22, 2024**
 - 8.4- Approve minutes for Special Board Meeting August 28, 2024**
 - 8.5- Audit Committee**
 - 8.5a-** Review Audit Committee Report
 - 8.5b-** Audit minutes for July 25, 2024
 - 8.6- Approval of June 2024 Financials with update on Interment Count**
 - 8.7- Resolution No 2024/25-1 to transfer \$60,627 Endowment Interest into Fund 817**

- 8.8- Proposed changes to Tulare Public Cemetery By-Laws Section B.4 Election of Officers
- 8.9- Status of grounds condition at both cemeteries
- 8.10- Status on marker repair and contractor installed concrete marker pads
- 8.11- Status of Tulare Public Cemetery Five Year Plan
- 8.12- Code of Conduct for Tulare Public Cemetery Committee Members
- 8.13- Selection of Members on Tulare Public Cemetery Committees if requested
- 8.14- Change Tulare Public Cemetery Officers names on Bank of the Sierra checking account and future Bank of the Sierra Certificate of Deposit Account Fund 886
- 8.15- CAPC Training October 11&12 in San Luis Obispo
- 8.16- PlotBox Update
 - 8.16a- Available plots for North and Niches at Kern
 - 8.16b- Training October 16 & 17
- 8.17- GRSMA Conference (Golden State Risk Management) October 24 & 25
- 8.18- Headstones Exceptions/Variance
 - 8.18a- Jose T. Casas Bedolla- North Block C Row Y Grave 43 Tall Stone
 - 8.18b- Linda Baldwin- North Block A Row Z Grave 54 Flat Stone
 - 8.18c- Irma M. Ballesteros request at North
- 8.19- Bench Pad purchases/request
 - 8.19a- Payment Plan Options
 - 8.19b- Francisco Sanchez Ramirez request at kern
- 8.20- Future Board Meeting in October, November and December

9. DISTRICT MANAGER'S REPORT:

10. CLOSED SESSION:

- 10.1- CONFERENCE WITH LEGAL COUNSEL-SIGNIFICANT EXPOSURE TO LITIGATION- Pursuant to Government Code Section (d) (2) 2 matters
- 10.2- PUBLIC EMPLOYMENT- Government Code Section 54957 to consider potential employment of public employee in the role of Grounds Crew Supervisor

11. OPEN SESSION FROM CLOSED SESSION:

- 11.a- Announcements from Closed (if Any)
- 11.b- Censure of Xavier Avila
- 11.c- Hiring of a possible Grounds Crew Supervisor

12. Future Agenda Items Request:

13. 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 - FRIDAY 8:00 AM – 4:00 PM AT THE CEMETERY DISTRICT OFFICE 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.**

RULES OF DECORUM

- Meetings of the Tulare Cemetery District shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Trustees is retained at all times.
- No person in the audience at a District meeting shall engage in disorderly, boisterous conduct or other acts which disturb, disrupt or otherwise impede the orderly conduct of any District meeting.
- The Chair shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair shall order him or her, to leave the District meeting.
- If such person does not remove himself or herself, the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor.

ADDRESSING THE CEMETERY BOARD

- No person shall address the Trustees without first being recognized by the Chair.
- Each person shall confine his or her remarks to the agenda item.
- Each person shall limit his or her remarks for business items or oral communications to three minutes, with a total of 15 minutes allotted for the Public Comment Period unless further time is granted by the Chair.
- All remarks shall be addressed to the Trustees as a whole and not to any single member thereof, unless in response to a question from such member.
- No question may be asked of the Trustees without permission of the Chair.

TRUSTEE CONDUCT

- The Tulare Public Cemetery Trustees agree to disagree.
- The Tulare Public Cemetery Trustees when desiring to speak shall address the Chair and confine their remarks to the questions under debate.
- The Tulare Public Cemetery Trustees will use respectful language, will not shout nor use aggressive behavior when communicating ideas, beliefs or comments.
- The Tulare Public Cemetery Trustees will not allow personal attacks on staff, each other, or the public.
- The Tulare Public Cemetery Trustees will not condone issues brought before the board that warrant public review without allowing the staff to review the situation and/or permission to add to the board agenda. Issues that warrant review, discussion and/or consideration of the legislative body shall be presented at an open and public meeting in a courteous and professional manner.
- The Tulare Public Cemetery Trustees will not condone grandstanding.
- The Tulare Public Cemetery Trustees will not belabor issues that have either been resolved or tabled to ensure continued productive discussions and decisions.
- The Tulare Public Cemetery Trustees will be proactive in addressing disagreements with fellow members or staff by directly addressing concerns with that member through meaningful and respectful dialogue.