

Tulare Public Cemetery District

900 EAST KERN AVENUE**TULARE, CALIFORNIA 93274**PHONE (559) 686-5544

BOARD AGENDA

Regular Board Meeting

September 23, 2021

1:00 P.M.

PRELIMINARIES:

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Moment of Silence in Memory of Those Who Have Passed
- 1.5 Public Comments (three (3) minutes per person)
- 1.6 Trustee Comments (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 Approve Minutes of August 26, 2021 and Special Board Meeting of September 2, 2021 and September 7, 2021
- 2.2 The Cemeterians Report
- 2.3 District Manager's Report
- 2.4 Audit Committee Report
- 2.5 Approval of July 2021 Financials Report
- 2.6 Resolutions 2021-2022-3
- 2.7 Resolutions 2021-2022-4
- 2.8 Ad Hoc Forensic Committee Report
- 2.9 Additional Groundskeeper Position
- 2.10 Revision to Out of District Fee Policy
- 2.11 Ad Hoc Hiring Process
- 2.12 Approval Bids for North and Kern Air Conditioners
- 2.13 Media Communications
- 2.14 New Mission, Vision and Values Statement

CLOSED SESSION – ITEMS:

- 3.1 **CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION**
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))

OPEN SESSION FROM CLOSED SESSION:

- 4.1 **Announcements out (If Any)**

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.

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.

Tulare Public Cemetery District
Regular Board Meeting Minutes
August 26, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 9:05 a.m., at 900 E. Kern Ave, Tulare, California by Chairperson Xavier Avila. Other trustees present were Vice Chairman Jim Pennington, Secretary Steve Presant, Trustees Charlie Ramos and Alberto Aguilar.

RECONGNITION OF VISITORS:

Ms. Peterson of Stifel

PUBLIC COMMENTS:

One person spoke

TRUSTEE COMMENTS:

Five trustees spoke

OPEN SESSION:

- 4.1 M. Peterson of Stifel spoke on investments
- 4.2 Committee of Trustees Ramos and Presant formed to create Investment policy
- 4.3 Linda Maloy reported on Cemeterians Report
- 4.4 Clara presented Manager's Report
- 4.5 Trustee Ramos reported on Verification Meeting
- 4.6 Tabled
- 4.7 Secretary Presant reported on audit committee meeting
- 4.8 Secretary Presant reported on the competitive bid for Kern burial. Board decided to pause bids until next special board meeting on September 2, 2021
- 4.9 Secretary Presant moved to approve financials Vote (4-0) Aguilar opposed
- 4.12 Trustee Ramos moved to approve both minutes vote (4-0) Aguilar Abstained
- 4.13 No action taken
- 4.11 Secretary Presant moved to accept page 8 1(b) as presented. Motion failed Vote (2-3) Trustees Avila and Presant voted yes, Trustees Pennington, Ramos and Aguilar voted no. Trustee Ramos moved to delete wording for page 8 1(b) as presented Vote (4-1) Present opposed. Motion approved. Secretary Presant moved to approve items corrected on page 6 Vote (5-0) Trustee Ramos moved to remove items 9 Page 9 and renumber document. Trustee Ramos Motion to accept amended bylaws and present at next board meeting (5-0)
- 4.10 Trustee Ramos to approve resolutions with corrections Vote (5-0)

Tulare Public Cemetery District
Regular Board Meeting Minutes
August 26, 2021

4.18 Board approval by consensus the concepts of future niche as follows: (1) New Niche at office location (2) New Niche at the North Cemetery by flag pole (3) New Octagon Niche in front of office (4) New Niches at expansion of North Cemetery to the South

4.14 Clara reported on new PTO (paid time off) policy. Board consensus of approval.

4.16 Discussion on Hard Ship Policy. No action taken

4.17 Avila motioned to change proposed flower policy regarding cleaning out ½ of January Vote (5-0) Aguilar motioned to approve top paragraph page 1 of flower policy Vote (5-0) Rest of flower policy tabled.

4.15 Tabled

4.19 County counsel Zaheen reported that Tulare County Civil Grand Jury will not take complaint against Aguilar. Presant motioned to send this to the district attorney office and remove Aguilar from voting on this motion. Vote (4-0) Trustee Aguilar declined to vote.

ADJOURNED TO CLOSE SESSION:

Adjourned into Closed Session at 1:45 P.M.

OPEN SESSION FROM CLOSE SESSION at: 2:30 P.M.

Labor negotiators Presant and Ramos recommendations the board approve Manager Bernandro salary of \$75,000 annually, \$6,250. Monthly with immediately enrollment with Tulare County medical

4.15 Board approved David's air conditioners bids for New air conditioners at both Kern and North Cemeteries locations. Vote (4-1) Aguilar Opposed

ADJOURNMENT:

Chairperson Avila adjourned the meeting at 2:40 P.M.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Special Board Meeting Minutes
September 2, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 9:05 A.M., at 900 E. Kern Ave, Tulare, California by Chairperson Xavier Avila. Other trustees present were Vice Chairman Jim Pennington, Secretary Steve Presant, Trustees Charlie Ramos and Alberto Aguilar.

PUBLIC COMMENTS:

No public comments

TRUSTEE COMMENTS:

No trustee comments

OPEN SESSION:

2.1 Chairperson Avila motioned to approve proposed price changes as presented to corrected effect October 1, 2021. Vote (4-1)

2.2 Discussion Tabled

2.3 Avila motioned to approve change page 1(b) Vote (3-2) Trustees Ramos and Aguilar opposed

ADJOURNED TO CLOSED SESSION:

Adjourned into Closed Session at 12:20 P.M.

OPENED SESSION FROM CLOSED SESSION:

Announcement out

ADJOURNMENT:

Chairman Avila adjourned the meeting at 12:40 P.M.

Respectfully Submitted,

Board Secretary

Tulare Public Cemetery District
Special Board Meeting Minutes
September 7, 2021

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:02 p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Xavier Avila. Other trustees present were Vice Chairman Jim Pennington, Secretary Steve Presant, Trustees Charlie Ramos and Alberto Aguilar.

OPEN SESSION:

2.1 – County Council Aaron Zaheen talked on the process of the hiring process policy of nine steps. Chairman Xavier created Ad Hoc Committee to work with Manager to create a policy for presentation to the Board. Trustees Ramos and Pennington appointed to Ad Hoc Committee.

2.2- Trustee Ramos motioned to approve proposed PTO (Paid Time Off) as presented. Vote (4-1), Aguilar opposed.

2.3- Trustee Ramos moved to authorize creation of safety shoe program. County council will review vender agreement. Vote (5-0)

2.4- Board decided to let manager Bernardo manage security patrol at the Kern and North Cemeteries.

2.5- Manager Bernardo gave each board members homework on vision, mission and values statement.

ADJOURNMENT:

Chairman Avila adjourned the meeting at 1:53 p.m.

Respectfully Submitted,

Board Secretary

**FLOWER POLICY THIS IS THE ADVERTISEMENT THAT WENT IN THE
TULARE ADVANCE-REGISTER**

DATES IN PAPER:

Septemer Thursday 16, Saturaday 18, Tuesday 21 & Thursday 23, 2021

SIGNS HAVE ALSO BEEN POSTED AROUND CEMETERY ON NORTH AND KERN

TULARE PUBLIC CEMETERY DISTRICT



On September 27, 2021 through October 4, 2021 the Tulare Public Cemetery will be cleaning out the gravesite area to prepare for the holidays. Anything that is not in the vases will be removed which means on or around the headstone. If there is NO headstone ALL items will still be removed. We ask that you please remove all items that do not comply with our flower policy before the date or the groundsmen will be removing them. Any questions please revert to the flower policy at

www.tularecemetery.net

VS-AT10910_163357

Tulare Public Cemetery District
Balance Sheet
As of July 31, 2021

| | <u>Jul 31, 21</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 00 · Clearing Acct. | 14,185.25 |
| 10100 · Petty Cash | 533.01 |
| 10150 · Bank of The Sierra - CHK ACCT | 2,034.55 |
| 10500 · Cash in Treasury (772) | 393,139.62 |
| 10600 · Endowment - Reserved (773) | |
| 1620 · Edowment Care 1620 | 316,017.92 |
| 10600 · Endowment - Reserved (773) - Other | <u>1,287,459.23</u> |
| Total 10600 · Endowment - Reserved (773) | 1,603,477.15 |
| 10700 · Cash in Expansion Account (807) | 95,421.40 |
| 10900 · Endowment - Unreserved (817) | <u>353,951.12</u> |
| Total Checking/Savings | 2,462,742.10 |
| Other Current Assets | |
| 10 · Customer Balance Due | 263.17 |
| 12001 · Undeposited Funds | <u>4,016.40</u> |
| Total Other Current Assets | <u>4,279.57</u> |
| Total Current Assets | <u>2,467,021.67</u> |
| TOTAL ASSETS | <u><u>2,467,021.67</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | <u>31,800.75</u> |
| Total Accounts Payable | 31,800.75 |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 8,823.47 |
| 24010 · Pension Payable | 4,999.41 |
| 24020 · Health Insurance Payable | 538.99 |
| 25500 · Sales Tax Payable | <u>913.79</u> |
| Total Other Current Liabilities | <u>15,275.66</u> |
| Total Current Liabilities | <u>47,076.41</u> |
| Total Liabilities | 47,076.41 |
| Equity | |
| 30000 · Fund Balance | 2,264,918.96 |
| 31100 · Retain Earnings | 169,304.34 |
| Net Income | <u>-14,278.04</u> |
| Total Equity | <u>2,419,945.26</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>2,467,021.67</u></u> |

Tulare Public Cemetery District

Profit & Loss Budget Performance

July 2021

| | Jul 21 | Budget | Jul 21 | YTD Budget | Annual Budget |
|--|--------|---------|--------|------------|---------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3999 · Total Beginning Cash Available | | | | | 391,418 |
| 4000 · County Taxes | | | | | |
| 4001 · Current Secured | 0 | 13,833 | 0 | 13,833 | 166,000 |
| 4006 · Current Unsecured | -0 | 750 | -0 | 750 | 9,000 |
| 4008 · Prior Secured | 0 | 253 | 0 | 253 | 3,040 |
| 4009 · Prior Unsecured | 0 | 11 | 0 | 11 | 130 |
| 4030 · Suppl Current Secured | 0 | 233 | 0 | 233 | 2,800 |
| 4033 · Suppl Prior Secured | 0 | 33 | 0 | 33 | 400 |
| 4060 · Residual Distributions | 0 | 542 | 0 | 542 | 6,500 |
| 4069 · PT Facilities | 0 | 492 | 0 | 492 | 5,900 |
| 5000 · Aid-Other Governmental Agencies | 0 | 3 | 0 | 3 | 30 |
| 5050 · Homeowners Property Tax Relief | 0 | 100 | 0 | 100 | 1,200 |
| 4000 · County Taxes - Other | 0 | 0 | 0 | 0 | 0 |
| Total 4000 · County Taxes | -0 | 16,250 | -0 | 16,250 | 195,000 |
| 4801 · Interest Income - 772 | | | | | |
| 5400 · Charges for Current Services | 0 | 250 | 0 | 250 | 3,000 |
| 5805 · Misc. Revenue | 77,062 | 61,015 | 77,062 | 61,015 | 732,182 |
| 5834 · Restitution | 4,214 | 167 | 4,214 | 167 | 2,000 |
| 5835 · Other Revenue | 363 | 100 | 363 | 100 | 1,200 |
| | 0 | 1,250 | 0 | 1,250 | 15,000 |
| Total Income | 81,639 | 111,650 | 81,639 | 111,650 | 1,339,800 |
| Expense | | | | | |
| 6000 · Payroll and Employee Benefits | | | | | |
| 6001 · Regular Payroll | 43,081 | 43,750 | 43,081 | 43,750 | 525,000 |
| 6002 · Overtime | 901 | 417 | 901 | 417 | 5,000 |
| 6004 · Health Insurance Benefits | 0 | 6,250 | 0 | 6,250 | 75,000 |
| 6005 · Extra Help | 0 | 333 | 0 | 333 | 4,000 |
| 6008 · Directors Fees | 0 | 333 | 0 | 333 | 4,000 |
| 6011 · Retirement-SD Portion | 8,349 | 3,750 | 8,349 | 3,750 | 45,000 |
| 6012 · Social Security and Medicare | 3,049 | 3,334 | 3,049 | 3,334 | 40,000 |
| 6015 · Workers Compensation Ins | 2,027 | 1,667 | 2,027 | 1,667 | 20,000 |
| 6016 · Unemployment Ins. | 145 | 250 | 145 | 250 | 3,000 |
| 6000 · Payroll and Employee Benefits - Other | 0 | 0 | 0 | 0 | 0 |
| Total 6000 · Payroll and Employee Benefits | 57,552 | 60,084 | 57,552 | 60,084 | 721,000 |
| 7003 · Penalties | | | | | |
| 7004 · Clothing and Personal Supplies | 0 | 42 | 0 | 42 | 500 |
| 7005 · Telecommunications | 0 | 583 | 0 | 583 | 7,000 |
| 7006 · Vaults and Crypts | 380 | 500 | 380 | 500 | 6,000 |
| 7009 · Household Supplies | 6,605 | 6,250 | 6,605 | 6,250 | 75,000 |
| 7010 · Insurance | 433 | 125 | 433 | 125 | 1,500 |
| 7025 · Mileage Reimbursement Expense | 0 | 1,667 | 0 | 1,667 | 20,000 |
| | 0 | 17 | 0 | 17 | 200 |

Tulare Public Cemetery District

Profit & Loss Budget Performance

July 2021

| | Jul 21 | Budget | Jul 21 | YTD Budget | Annual Budget |
|---|----------------|----------------|----------------|----------------|------------------|
| 7030 - Maintenance and Repairs | | | | | |
| 70200 - Repair & Main. - Equipment | 4,230 | 0 | 4,230 | 0 | 0 |
| 70300 - Repair & Main. - Outside | 12,936 | 0 | 12,936 | 0 | 0 |
| 70400 - Repair & Main. - Building | 5,767 | 0 | 5,767 | 0 | 0 |
| 7030 - Maintenance and Repairs - Other | 0 | 9,167 | 0 | 9,167 | 110,000 |
| Total 7030 - Maintenance and Repairs | 22,933 | 9,167 | 22,933 | 9,167 | 110,000 |
| 7036 - Office Supplies and Expense | | | | | |
| 62000 - Office Supplies | 389 | 0 | 389 | 0 | 0 |
| 63000 - Computer Repairs and Expense | 0 | 0 | 0 | 0 | 0 |
| 7036 - Office Supplies and Expense - Other | 3,326 | 1,667 | 3,326 | 1,667 | 20,000 |
| Total 7036 - Office Supplies and Expense | 3,715 | 1,667 | 3,715 | 1,667 | 20,000 |
| 7039 - Miscellaneous | | | | | |
| 7043 - Professional Fees | 0 | 58 | 0 | 58 | 700 |
| 63500 - County Admin Fees | 0 | 0 | 0 | 0 | 0 |
| 68100 - Accounting | 670 | 0 | 670 | 0 | 0 |
| 68200 - Auditing | 0 | 0 | 0 | 0 | 0 |
| 68300 - Legal | 1,058 | 0 | 1,058 | 0 | 0 |
| 7043 - Professional Fees - Other | 0 | 4,167 | 0 | 4,167 | 50,000 |
| Total 7043 - Professional Fees | 1,728 | 4,167 | 1,728 | 4,167 | 50,000 |
| 7045 - Security | | | | | |
| 7059 - Publications and Legal Notices | 2,560 | 2,083 | 2,560 | 2,083 | 25,000 |
| 7073 - Training / Education | 0 | 250 | 0 | 250 | 3,000 |
| 7081 - Utilities | 150 | 833 | 150 | 833 | 10,000 |
| 77100 - SCE | 1,575 | 0 | 1,575 | 0 | 0 |
| 77200 - SO Cal Gas | 47 | 0 | 47 | 0 | 0 |
| 77300 - Water, Sewer and Disposal | 6,143 | 0 | 6,143 | 0 | 0 |
| 79000 - Waste Disposal | 0 | 0 | 0 | 0 | 0 |
| 7081 - Utilities - Other | 0 | 4,167 | 0 | 4,167 | 50,000 |
| Total 7081 - Utilities | 7,765 | 4,167 | 7,765 | 4,167 | 50,000 |
| 7425 - Taxes | | | | | |
| 8001 - Graves Repurchase | 0 | 108 | 0 | 108 | 1,300 |
| 8100 - Building and Improvements | 0 | 417 | 0 | 417 | 5,000 |
| 8300 - Equipment | 0 | 8,333 | 0 | 8,333 | 100,000 |
| | 0 | 11,133 | 0 | 11,133 | 133,600 |
| Total Expense | 103,821 | 111,651 | 103,821 | 111,651 | 1,339,800 |
| Net Ordinary Income | -22,182 | -1 | -22,182 | -1 | 0 |

Tulare Public Cemetery District

Profit & Loss Budget Performance

July 2021

| | Jul 21 | Budget | Jul 21 | YTD Budget | Annual Budget |
|--|---------|--------|---------|------------|---------------|
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| 9100 · Endowment - 773 | | | | | |
| 9101 · Endowment Revenue - Current Serv | 7,904 | 5,000 | 7,904 | 5,000 | 60,000 |
| 9102 · Interest Income - Endowment 773 | 0 | 2,083 | 0 | 2,083 | 25,000 |
| 9100 · Endowment - 773 - Other | 0 | 0 | 0 | 0 | 0 |
| Total 9100 · Endowment - 773 | 7,904 | 7,083 | 7,904 | 7,083 | 85,000 |
| 9200 · Fund for Future Expansion - 807 | | | | | |
| 9201 · Rent and Concessions - 807 | 0 | 1,250 | 0 | 1,250 | 15,000 |
| 9203 · Interest Income - 807 | 0 | 117 | 0 | 117 | 1,400 |
| 9204 · Future Expansion Current Service | 0 | 1,250 | 0 | 1,250 | 15,000 |
| 9200 · Fund for Future Expansion - 807 - Other | 0 | 0 | 0 | 0 | 0 |
| Total 9200 · Fund for Future Expansion - 807 | 0 | 2,617 | 0 | 2,617 | 31,400 |
| 9300 · Unreserved Funds - 817 | | | | | |
| 9301 · Interest Income - 817 | 0 | 417 | 0 | 417 | 5,000 |
| 9300 · Unreserved Funds - 817 - Other | 0 | 0 | 0 | 0 | 0 |
| Total 9300 · Unreserved Funds - 817 | 0 | 417 | 0 | 417 | 5,000 |
| Total Other Income | 7,904 | 10,117 | 7,904 | 10,117 | 121,400 |
| Other Expense | | | | | |
| 7432 · Appropriation for Contingencies | 0 | 10,117 | 0 | 10,117 | 121,400 |
| Total Other Expense | 0 | 10,117 | 0 | 10,117 | 121,400 |
| Net Other Income | 7,904 | 0 | 7,904 | 0 | 0 |
| Net Income | -14,278 | -1 | -14,278 | -1 | 0 |

Tulare Public Cemetary District
Reconciliation Detail
10150 - Bank of the Sierra - CHK ACCT, Period Ending 07/31/2021

| Type | Date | Name | Clr | Amount | Balance |
|--------------------------------|------------|-------------------------------|-----|-----------|------------|
| Beginning Balance | | | | | 22,602.60 |
| Cleared Transactions | | | | | |
| Checks and Payments - 66 items | | | | | |
| Bill Pmt -Check | 04/28/2021 | 2701 AT & T Phone's | X | -535.23 | -535.23 |
| Bill Pmt -Check | 04/28/2021 | 2706 National Business | X | -1,387.89 | -1,923.12 |
| Bill Pmt -Check | 04/28/2021 | 2711 AT & T Mobility | X | -135.96 | -2,059.08 |
| Bill Pmt -Check | 06/04/2021 | 2778 Reed Shaffer | X | -1,686.12 | -3,745.20 |
| Bill Pmt -Check | 06/18/2021 | 2789 CNA Surety | X | -331.50 | -4,076.70 |
| Bill Pmt -Check | 06/24/2021 | 2786 Barnes Memorials | X | -1,300.00 | -5,376.70 |
| Bill Pmt -Check | 06/24/2021 | 2787 CARQUEST AUTO ... | X | -51.95 | -5,428.65 |
| Check | 07/01/2021 | EFT Paychex of New Yor... | X | -6,197.08 | -11,625.73 |
| Bill Pmt -Check | 07/01/2021 | 2790 | X | -3,829.47 | -15,455.20 |
| Check | 07/01/2021 | 10026 | X | -2,312.66 | -17,767.86 |
| Check | 07/01/2021 | 10029 | X | -2,259.72 | -20,027.58 |
| Check | 07/01/2021 | 10021 | X | -1,078.38 | -21,105.96 |
| Check | 07/01/2021 | EFT Paychex of New Yor... | X | -287.35 | -21,393.31 |
| Bill Pmt -Check | 07/06/2021 | 2799 CALPERS | X | -3,832.53 | -25,225.84 |
| Bill Pmt -Check | 07/06/2021 | 2798 California Departme... | X | -2,318.17 | -27,544.01 |
| Bill Pmt -Check | 07/06/2021 | 2804 Pacific Employers | X | -505.00 | -28,049.01 |
| Bill Pmt -Check | 07/06/2021 | 2801 Lowe's | X | -207.66 | -28,256.67 |
| Bill Pmt -Check | 07/06/2021 | 2803 Morris Levin & Son | X | -152.88 | -28,409.55 |
| Bill Pmt -Check | 07/06/2021 | 2792 Carlos Ramos | X | -150.00 | -28,559.55 |
| Bill Pmt -Check | 07/06/2021 | 2791 Alberto Aguilar | X | -125.00 | -28,684.55 |
| Bill Pmt -Check | 07/06/2021 | 2800 Ewing Irrigation & L... | X | -122.53 | -28,807.08 |
| Bill Pmt -Check | 07/06/2021 | 2805 SoCalGas | X | -22.18 | -28,829.26 |
| Bill Pmt -Check | 07/07/2021 | EFT City of Tulare | X | -4,279.77 | -33,109.03 |
| Bill Pmt -Check | 07/07/2021 | EFT AT & T Phone's | X | -70.00 | -33,179.03 |
| Bill Pmt -Check | 07/09/2021 | 2806 | X | -207.98 | -33,387.01 |
| Bill Pmt -Check | 07/15/2021 | 2823 Tulare County Coun... | X | -2,589.94 | -35,976.95 |
| Bill Pmt -Check | 07/15/2021 | 2807 Agri-Turf Distributin... | X | -2,454.03 | -38,430.98 |
| Bill Pmt -Check | 07/15/2021 | 2814 Illinois MidWest Ins... | X | -2,027.00 | -40,457.98 |
| Bill Pmt -Check | 07/15/2021 | EFT Southern California ... | X | -1,574.80 | -42,032.78 |
| Bill Pmt -Check | 07/15/2021 | 2817 Linder Equip CO. | X | -1,556.84 | -43,589.62 |
| Bill Pmt -Check | 07/15/2021 | 2812 Element Security So... | X | -1,270.00 | -44,859.62 |
| Bill Pmt -Check | 07/15/2021 | 2824 Waste Management... | X | -1,036.65 | -45,896.27 |
| Bill Pmt -Check | 07/15/2021 | 2820 Reed Shaffer | X | -871.31 | -46,767.58 |
| Bill Pmt -Check | 07/15/2021 | 2819 Office Depot | X | -800.90 | -47,568.48 |
| Bill Pmt -Check | 07/15/2021 | 2822 Roche Oil, Inc. | X | -793.62 | -48,362.10 |
| Bill Pmt -Check | 07/15/2021 | 2825 Zee Medical Service... | X | -649.72 | -49,011.82 |
| Bill Pmt -Check | 07/15/2021 | 2808 Armando's Locksmit... | X | -614.00 | -49,625.82 |
| Bill Pmt -Check | 07/15/2021 | 2815 James E. Pennington | X | -462.84 | -50,088.66 |
| Bill Pmt -Check | 07/15/2021 | 2818 Morris Levin & Son | X | -273.00 | -50,361.66 |
| Bill Pmt -Check | 07/15/2021 | 2811 christy Valut CO.,Inc. | X | -250.00 | -50,611.66 |
| Bill Pmt -Check | 07/15/2021 | 2816 Leaf | X | -210.36 | -50,822.02 |
| Bill Pmt -Check | 07/15/2021 | 2810 CA Turf Equipment ... | X | -122.30 | -50,944.32 |
| Bill Pmt -Check | 07/15/2021 | 2809 Asco Pacific | X | -79.44 | -51,023.76 |
| Bill Pmt -Check | 07/15/2021 | 2826 Res Com | X | -45.00 | -51,068.76 |
| Bill Pmt -Check | 07/15/2021 | 2821 Res Com | X | -45.00 | -51,113.76 |
| Bill Pmt -Check | 07/15/2021 | 2813 Home Depot Cedit ... | X | -23.63 | -51,137.39 |
| Bill Pmt -Check | 07/20/2021 | 2832 CA Turf Equipment ... | X | -9,610.59 | -60,747.98 |
| Bill Pmt -Check | 07/20/2021 | 2828 Andy Hinojosa III CPA | X | -3,520.00 | -64,267.98 |
| Bill Pmt -Check | 07/20/2021 | 2838 Reed Shaffer | X | -2,932.52 | -67,200.50 |
| Bill Pmt -Check | 07/20/2021 | 2843 US Bank Equipment... | X | -2,354.41 | -69,554.91 |
| Bill Pmt -Check | 07/20/2021 | 2835 Element Security So... | X | -1,290.00 | -70,844.91 |
| Bill Pmt -Check | 07/20/2021 | 2844 Wilbur - Ellis Comp... | X | -1,250.94 | -72,095.85 |

Tulare Public Cemetary District
Reconciliation Detail
10150 - Bank of the Sierra - CHK ACCT, Period Ending 07/31/2021

| Type | Date | | Name | Clr | Amount | Balance |
|--|------------|-------|------------------------|-----|-------------|-------------|
| Bill Pmt -Check | 07/20/2021 | 2842 | Tulare County Coun... | X | -1,058.00 | -73,153.85 |
| Bill Pmt -Check | 07/20/2021 | 2839 | RIGO'S SIGNS | X | -671.15 | -73,825.00 |
| Bill Pmt -Check | 07/20/2021 | 2837 | Morris Levin & Son | X | -540.67 | -74,365.67 |
| Bill Pmt -Check | 07/20/2021 | 2833 | California Busnines... | X | -472.71 | -74,838.38 |
| Bill Pmt -Check | 07/20/2021 | 2834 | CALPERS | X | -301.00 | -75,139.38 |
| Bill Pmt -Check | 07/20/2021 | 2841 | Soap Man | X | -201.35 | -75,340.73 |
| Bill Pmt -Check | 07/20/2021 | 2840 | Roche Oil, Inc. | X | -77.21 | -75,417.94 |
| Bill Pmt -Check | 07/20/2021 | 2830 | AT & T Mobility | X | -52.20 | -75,470.14 |
| Check | 07/27/2021 | EFT | AT & T Phone's | X | -174.36 | -75,644.50 |
| Check | 07/28/2021 | EFT | AT & T Phone's | X | -83.93 | -75,728.43 |
| Check | 07/30/2021 | EFT | Paychex of New Yor... | X | -19,797.51 | -95,525.94 |
| Check | 07/30/2021 | EFT | Paychex of New Yor... | X | -10,140.16 | -105,666.10 |
| Check | 07/30/2021 | 10036 | | X | -2,312.65 | -107,978.75 |
| Check | 07/30/2021 | EFT | Paychex of New Yor... | X | -632.00 | -108,610.75 |
| Total Checks and Payments | | | | | -108,610.75 | -108,610.75 |
| Deposits and Credits - 13 items | | | | | | |
| Transfer | 07/02/2021 | | | X | 505.00 | 505.00 |
| Transfer | 07/02/2021 | | | X | 871.31 | 1,376.31 |
| Transfer | 07/02/2021 | | | X | 7,166.69 | 8,543.00 |
| Transfer | 07/16/2021 | | | X | 5,650.70 | 14,193.70 |
| Transfer | 07/16/2021 | | | X | 6,687.51 | 20,881.21 |
| Transfer | 07/16/2021 | | | X | 8,765.63 | 29,646.84 |
| Transfer | 07/23/2021 | | | X | 3,222.04 | 32,868.88 |
| Transfer | 07/23/2021 | | | X | 3,597.77 | 36,466.65 |
| Transfer | 07/23/2021 | | | X | 19,137.74 | 55,604.39 |
| Deposit | 07/30/2021 | | | X | 34,607.52 | 90,211.91 |
| General Journal | 07/31/2021 | 31 | | X | 135.96 | 90,347.87 |
| General Journal | 07/31/2021 | 31 | | X | 535.23 | 90,883.10 |
| General Journal | 07/31/2021 | 31 | | X | 1,387.89 | 92,270.99 |
| Total Deposits and Credits | | | | | 92,270.99 | 92,270.99 |
| Total Cleared Transactions | | | | | -16,339.76 | -16,339.76 |
| Cleared Balance | | | | | -16,339.76 | 6,262.84 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 7 items | | | | | | |
| Bill Pmt -Check | 06/17/2021 | 2888 | CA Turf Equipment | | -82.09 | -82.09 |
| Bill Pmt -Check | 06/18/2021 | 2793 | AT & T Phone's | | -70.00 | -152.09 |
| Bill Pmt -Check | 07/07/2021 | TBP | CARQUEST AUTO | | -5.69 | -157.78 |
| Bill Pmt -Check | 07/20/2021 | 2829 | Asco Pacific | | -669.95 | -827.73 |
| Bill Pmt -Check | 07/20/2021 | 2836 | Ewing Irrigation | | -441.66 | -1,269.39 |
| Bill Pmt -Check | 07/20/2021 | 2831 | Battery Pro | | -129.90 | -1,399.29 |
| Bill Pmt -Check | 07/20/2021 | 2845 | California Department | | -2,829.00 | -4,228.29 |
| Total Checks and Payments | | | | | -4,228.29 | -4,228.29 |
| Total Uncleared Transactions | | | | | -4,228.29 | -4,228.29 |
| Register Balance as of 07/31/2021 | | | | | -20,568.05 | 2,034.55 |

Tulare Public Cemetery District
Reconciliation Summary
10500 -Cash in Treasury (772), Period Ending 07/31/2021

| | | |
|-----------------------------------|-------------------|--------------------------|
| | <u>Jul 31, 21</u> | |
| Beginning Balance | | 401,975.11 |
| Cleared Transactions | | |
| Checks and Payments - 10 items | -55,604.52 | |
| Deposits and Credits - 4 items | <u>81,376.55</u> | |
| Total Cleared Transactions | | <u>25,772.03</u> |
| Cleared Balance | | 427,747.14 |
| Uncleared Transactions | | |
| Checks and Payments - 1 items | <u>-34,607.52</u> | |
| Total Uncleared Transactions | | <u>-34,607.52</u> |
| Register Balance as of 07/31/2021 | | <u><u>393,139.62</u></u> |

2:25 PM
09/10/21

Tulare Public Cemetery District
Reconciliation Summary
10600 · Endowment - Reserved (773), Period Ending 07/31/2021

| | <u>Jul 31, 21</u> |
|-----------------------------------|----------------------------|
| Beginning Balance | 1,596,895.15 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | <u>6,582.00</u> |
| Total Cleared Transactions | <u>6,582.00</u> |
| Cleared Balance | <u><u>1,603,477.15</u></u> |
| Register Balance as of 07/31/2021 | 1,603,477.15 |
| Ending Balance | 1,603,477.15 |

2:31 PM
09/10/21

Tulare Public Cemetery District
Reconciliation Summary
10700 - Cash in Expansion Account (807), Period Ending 07/31/2021

| | <u>Jul 31, 21</u> |
|-----------------------------------|-------------------|
| Beginning Balance | 95,421.40 |
| Cleared Balance | 95,421.40 |
| Register Balance as of 07/31/2021 | 95,421.40 |
| Ending Balance | 95,421.40 |

2:34 PM
09/10/21

Tulare Public Cemetery District
Reconciliation Summary
10900 · Endowment - Unreserved (817), Period Ending 07/31/2021

| | <u>Jul 31, 21</u> |
|-----------------------------------|-------------------|
| Beginning Balance | 353,951.12 |
| Cleared Balance | 353,951.12 |
| Register Balance as of 07/31/2021 | 353,951.12 |
| Ending Balance | 353,951.12 |

Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274
PHONE: 559-686-5544 FAX: 559-686-7484

RESOLUTION NO. 2021/22 – 3

FUND TRANSFER REQUEST

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

DATE: September 23, 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 **\$86,859.03** to be transferred from the Endowment Care Interest Fund 817 of the Tulare Public Cemetery District to be transferred to the Tulare Public Cemetery District General Fund 772 for maintenance purposes as follows: For a variable speed drive, an excavator and mower in the total amount of **\$86,859.03** to maintain and operate the cemetery grounds.

| <u>TRANSFER FROM:</u> | <u>ACCOUNT NUMBER</u> | <u>AMOUNT</u> |
|---------------------------------|-----------------------|---------------|
| Tulare Public Cemetery District | DR 817-2360 | |
| Endowment Care Interest Fund | CR 817-1100 | \$86,859.03 |

| <u>TRANSFER TO:</u> | <u>ACCOUNT NUMBER</u> | <u>AMOUNT</u> |
|---------------------------------|-----------------------|---------------|
| Tulare Public Cemetery District | CR 772-2360 | |
| General Fund | DR 772-1100 | \$86,859.03 |

I, _____, 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 23rd day of September 2020.

Board Secretary/Treasurer

Tulare Public Cemetery District
900 East Kern Avenue
Tulare, CA 93274
PHONE: 559-686-5544 FAX: 559-686-7484

RESOLUTION NO. 2021/22 – 4

FUND TRANSFER REQUEST

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

DATE: September 23, 2021

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 **\$23,473.64** to be transferred from the Endowment Care Fund 773 known at the treasurer's 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 treasurer's 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 | \$23,473.64 |
| <u>TRANSFER TO:</u> | <u>ACCOUNT NUMBER</u> | <u>AMOUNT</u> |
| Tulare PCD Unreserved Fund | DR 817-1100 | \$23,473.64 |

I, _____, 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 23th day of September 2021.

Board Secretary/Treasurer

Reference Agenda Item # 2.10



From: _____
Date: September 17, 2021 at 10:28:14 AM PDT
To: xgeneexpress@gmail.com
Subject: John and Phyllis Needham
Reply-To: _____

In July 1949 my parents John and Phyllis Needham move to Tulare. They lived on No. E St until Oct. 1958 when they purchased a home at 1001 W Tulare Ave. n 1978 believe they purchased 3 plots at the cemetery in Tulare. My daddy passed away in 1997 and my Mother stayed in their home until 2015 when she was no longer able to stay alone so the house was sold and II moved her into my home. She passed away Aug 6th 2017 after a two year battle with cancer. On Aug. 7 2017 I went to Sterling and Smith to finish up business with them then went to the cemetery and was told I had to pay another 500 because she lived out of the district. I was stunned and still reeling from her death and when I questioned this fee the lady helping me literally turned her back on me and would not respond. I remember saying to her that is was morally wrong. No person expects to have to leave their home before they pass away and after paying taxes from 1949 until 2015 I would think that fee would be waived...Its my understanding that fee is charged to people who never lived n the district and paid no taxes.

I am requesting a refund that never should have been charged in the first place.

Connie Needham Kelly
559-1

Our Mission

The Tulare Public Cemetery District strives to provide respectful interment services and assist families with care and consideration in a dignified and pleasant atmosphere to the community we serve within the district and maintain our cemetery grounds.



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



EXPIRED
Bid

Bid / Estimate

Lic.#443079

Date: April 15, 2021

To: David Faria

Job: Tulare Public Cemetery
900 E. Kern Ave Tulare, Ca 93274

Supply & Install:
HVAC

Main Office

1. C/O 2 ½ Ton roof package unit 208/230/1ph
2. Thermostat
3. Stand
4. Crane service
5. Dispose of unit
6. Re connect to gas, condensate, electrical

Includes

1. Demo existing evaporative cooler
2. Cap existing ductwork water tight
3. Turn off water valve

Total Cost: \$9,741.00



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

CONTINUED FOR 900 E KERN

Breakroom & Storage

1. (1) 4-Ton Fujitsu mini split system with two single zone heads
2. Stand for condenser
3. Condensate pump with bracket
4. Copper line set

Total Cost: \$14,804.00

Excluded:

Note: *Electrical to be ran by owner*

Approved By: _____

Date: _____



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

Date: April 15, 2021

To: David Faria

Job: Tulare Public Cemetery

4462 N. J Street Tulare, Ca 93274

Supply & Install:
HVAC

Main Office & Bathroom

1. (1) 2-Ton heat pump package unit
2. Reuse existing stand and paint black
3. Heat pump thermostat
4. Crane service
5. Dispose of unit
6. Reconnect to existing electrical and condensate
7. Final start up

Total Cost: \$8,811.00

Approved By: _____ Date: _____



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

Kern Cemetery

- Main office
- Breakroom & Storage

Total Cost: \$24,545.00

North Tulare Cemetery

- Main Office & Bathroom

Total Cost: \$8,811.00

*Expired
Bid*

Entire Cost of Project: \$33,356.00

ALL QUOTED AT PREVAILING WAGE RATE FOR TULARE COUNTY 2021 DETERMINATIONS



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



New
Bid

Lic.#443079

Bid / Estimate

Date: April 15, 2021

(UPDATED 9/13/21)

To: Clara

Job: **Tulare Public Cemetery**
900 E. Kern Ave Tulare, Ca 93274

Supply & Install:
HVAC

Main Office

1. C/O 2 ½ Ton roof package unit 208/230/1ph
2. Thermostat
3. Stand
4. Crane service
5. Dispose of unit
6. Re connect to gas, condensate, electrical

Includes

1. Demo existing evaporative cooler
2. Cap existing ductwork water tight
3. Turn off water valve

Total Cost: \$11,184.00



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

CONTINUED FOR 900 E KERN

Breakroom & Storage

1. (1) 4-Ton Fujitsu mini split system with two single zone heads
2. Stand for condenser
3. Condensate pump with bracket
4. Copper line set

Total Cost: \$17,141.00

Excluded:

Note: Electrical to be ran by owner

Approved By: _____

Date: _____



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

Date: April 15, 2021

(UPDATED 9/13/21)

To: Clara

Job: Tulare Public Cemetery

4462 N. J Street Tulare, Ca 93274

Supply & Install:
HVAC

Main Office & Bathroom

1. (1) 2-Ton heat pump package unit
2. Reuse existing stand and paint black
3. Heat pump thermostat
4. Crane service
5. Dispose of unit
6. Reconnect to existing electrical and condensate
7. Final start up

Total Cost: \$9,892.00

Approved By: _____ Date: _____



**Dave's Heating
& Air Conditioning**

685 Noble Ave.
Farmersville, CA. 93223
(559) 732-8671
davesheating@rocketmail.com



Lic.#443079

Bid / Estimate

Kern Cemetery

- Main office
- Breakroom & Storage

Total Cost: \$28,325.00

North Tulare Cemetery

- Main Office & Bathroom

Total Cost: \$9,892.00

Entire Cost of Project: \$38,217.00

ALL QUOTED AT PREVAILING WAGE RATE FOR TULARE COUNTY 2021 DETERMINATIONS

Since 1934
MORRIS LEVIN & SON, INC.

1816 S. "K" Street, Tulare, CA 93274-6842
(559) 686-8561 Contractors State Lic. 167881
www.morrislevin.com

QUOTE# _____
PROPOSAL # 24446
BY RR / CB

PROPOSAL AND CONTRACT (COMMERCIAL)

CUSTOMER NAME: TULARE PUBLIC CEMETERY D
BILLING ADDRESS: 900 E KERN

OWNER OF PROPERTY
ADDRESS:

City TULARE State CA Zip 93274-
TELEPHONE: 686-5544 686-5544
DATE: 5/28/2021 91 621 7

City, State Zip
TELEPHONE: .
JOB LOCATION: 4462 NORTH J ST
TULARE

Morris Levin & Son, Inc. is not responsible for utilities of any type below ground surface.

We propose to furnish all materials and perform all labor necessary to complete the following:

FURNISH AND INSTALL (1) 2 TON HEAT PUMP PACKAGE UNIT WITH NEW STAND.

PREVAILING WAGE JOB/MLS DIR# 1000005166/ LIC#167881/TULARE COUNTY
All warranty work to be completed during regular business hours

This proposal is void unless accepted by 12-Jul-21. All work to be done in conformance with State and County codes and standard practices. Price includes all sales tax, labor and materials. Price does not include permits or bonds unless specified. The above work shall be completed for the sum of SEVEN THOUSAND EIGHT HUNDRED Dollars (\$ 7,800) which shall be paid as follows:

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same and will become an extra charge over the contract price. SEE REVERSE FOR ADDITIONAL TERMS AND NOTICES.

MORRIS LEVIN & SON, INC.

SIGNATURE

PLEASE PRINT NAME

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which _____ agree to pay the amount stated in said proposal, and according to the terms thereof. I also acknowledge receipt of Mechanics' Lien Law Notice on reverse side.

CUSTOMER SIGNATURE _____

PLEASE PRINT NAME _____

Date _____

NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment."

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement, should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

TERMS

(1) All work shall carry a warranty against defects in labor or materials for a period of ninety days. All other warranties, including the implied warranties of merchantability and fitness for a particular purpose are disclaimed. Customer's sole remedy shall be repair or replacement of defective work and materials. Customer waives the right to recover damages for death or bodily injury to persons, injury to property or any other loss or expense except for loss arising from the sole negligence or wilful misconduct of contractor or its agents or servants.

(2) Payment of all charges is due within 20 days following billing. Customer agrees to pay an additional FINANCE CHARGE for all past due charges of 1.5% per month. (A. P. R.=18%).

(3) If customer fails to pay for charges when due, customer agrees to pay such attorneys fees and costs as contractor may incur in enforcing his contractual rights under this agreement.

(4) Any dispute exceeding ten thousand dollars shall be submitted to binding arbitration under the rules of the American Arbitration Association and the decision of the arbitrator shall be final. THE PARTIES EACH SPECIFICALLY WAIVE THEIR RIGHT TO TRIAL, BY COURT OR BY JURY.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board, which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar of the board whose address is:

Contractors' State License Board
P.O. Box 26000
Sacramento, California 95826

Since 1934

MORRIS LEVIN & SON, INC.

1816 S. "K" Street, Tulare, CA 93274-6842
(559) 686-8561 Contractors State Lic. 167881
www.morrislevin.com

QUOTE# _____
PROPOSAL # 34447
BY RR / CB

PROPOSAL AND CONTRACT (COMMERCIAL)

CUSTOMER NAME: TULARE PUBLIC CEMETERY D
BILLING ADDRESS: 900 E KERN

OWNER OF PROPERTY
ADDRESS:

KERN

City TULARE State CA Zip 93274-
TELEPHONE: 686-5544 686-5544
DATE: 6/28/2021 91 621 7

City, State, Zip
TELEPHONE:
JOB LOCATION: 900 E KERN ST
TULARE

Morris Levin & Son, Inc. is not responsible for utilities of any type below ground surface.

We propose to furnish all materials and perform all labor necessary to complete the following:

FURNISH AND INSTALL (2) 2 TON PACKAGE UNITS WITH ALL NEW DUCTS,
REGISTERS, GAS AND ELECTRICAL TO NEW UNIT IN THE BREAKROOM AND
FRONT OFFICE.

redid

PREVAILING WAGE JOB/MLS DIR# 1000005166/ LIC#167881/TULARE COUNTY
All warranty work to be completed during regular business hours

This proposal is void unless accepted by 12-Jul-21. All work to be done in conformance with State and County
codes and standard practices. Price includes all sales tax, labor and materials. Price does not include permits or bonds unless specified.
The above work shall be completed for the sum of NINETEEN THOUSAND
Dollars (\$ 19,000) which shall be paid as follows:

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written
orders for same and will become an extra charge over the contract price. SEE REVERSE FOR ADDITIONAL TERMS AND NOTICES.

MORRIS LEVIN & SON, INC.

SIGNATURE

PLEASE PRINT NAME

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which
_____ agree to pay the amount stated in said proposal, and according to the terms thereof. I also
acknowledge receipt of Mechanics' Lien Law Notice on reverse side.

CUSTOMER SIGNATURE _____

PLEASE PRINT NAME _____

Date _____

NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment."

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement, should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

TERMS

(1) All work shall carry a warranty against defects in labor or materials for a period of ninety days. All other warranties, including the implied warranties of merchantability and fitness for a particular purpose are disclaimed. Customer's sole remedy shall be repair or replacement of defective work and materials. Customer waives the right to recover damages for death or bodily injury to persons, injury to property or any other loss or expense except for loss arising from the sole negligence or wilful misconduct of contractor or its agents or servants.

(2) Payment of all charges is due within 20 days following billing. Customer agrees to pay an additional FINANCE CHARGE for all past due charges of 1.5% per month. (A. P. R.=18%).

(3) If customer fails to pay for charges when due, customer agrees to pay such attorneys fees and costs as contractor may incur in enforcing his contractual rights under this agreement.

(4) Any dispute exceeding ten thousand dollars shall be submitted to binding arbitration under the rules of the American Arbitration Association and the decision of the arbitrator shall be final. THE PARTIES EACH SPECIFICALLY WAIVE THEIR RIGHT TO TRIAL, BY COURT OR BY JURY.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board, which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar of the board whose address is:

Contractors' State License Board
P.O. Box 26000
Sacramento, California 95826

Since 1934

MORRIS LEVIN & SON, INC.

1816 S. "K" Street, Tulare, CA 93274-6842
(559) 686-8561 Contractors State Lic. 167881
www.morrislevin.com

| | |
|------------|---------|
| QUOTE# | _____ |
| PROPOSAL # | P4447 |
| BY | RR / CB |

PROPOSAL AND CONTRACT (COMMERCIAL)

CUSTOMER NAME: TULARE PUBLIC CEMETERY D OWNER OF PROPERTY
BILLING ADDRESS: 900 E KERN ADDRESS:

City TULARE State CA Zip 93274- City.
TELEPHONE: 586-5544 686-5544 TELEPHONE:
DATE: 6/28/2021 91 521 7 JOB LOCATION: 900 E KERN ST
TULARE

**Current
New Bid**

Morris Levin & Son, Inc. is not responsible for utilities of any type below ground surface.

We propose to furnish all materials and perform all labor necessary to complete the following:

FURNISH AND INSTALL (1) 2 TON PACKAGE UNIT AND (1) 2.5 TON PACKAGE UNIT
WITH ALL NEW DUCTS, REGISTERS, GAS AND ELECTRICAL TO NEW
UNIT IN THE BREAKROOM AND FRONT OFFICE.

PREVAILING WAGE JOB/MLS DIR# 1000005166/ LIC#1670881/TULARE COUNTY
All warranty work to be completed during regular business hours

This proposal is void unless accepted by 12-Jul-21. All work to be done in conformance with State and County
codes and standard practices. Price includes all sales tax, labor and materials. Price does not include permits or bonds unless specified.
The above work shall be completed for the sum of NINETEEN THOUSAND
Dollars (\$ 19,000) which shall be paid as follows:

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written
orders for same and will become an extra charge over the contract price. SEE REVERSE FOR ADDITIONAL TERMS AND NOTICES.

MORRIS LEVIN & SON, INC.

SIGNATURE

PLEASE PRINT NAME

DEL FREITAS

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which
_____ agree to pay the amount stated in said proposal, and according to the terms thereof. I also
acknowledge receipt of Mechanics' Lien Law Notice on reverse side.

CUSTOMER SIGNATURE

Date

PLEASE PRINT NAME