

# Tulare Public Cemetery District

*This is an Endowment Care Interment*

## **REGULAR BOARD MEETING AGENDA**



Chairman- Carlos Ramos

Vice Chairman- James Pennington

Secretary- Alberto Aguilar

Trustees- Xavier Avila and Stephen Present

**Tulare Public Cemetery – Conference Room  
900 E. Kern Avenue – Tulare, CA**

**Thursday, October 26, 2023  
1:00 p.m. – 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](http://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-** Ground Supervisor report
  - 8.2-** Approve Minutes for Regular Board Meeting September 28, 2023
  - 8.3-** Approve Minutes for Special Board Meeting October 5, 2023
  - 8.4-** Approval of July 2023 Financials
  - 8.5-** Approval of August 2023 Financials
  - 8.6-** Interment & Pre-Need count for July, August and September
  - 8.7-** Audit Committee
    - 8.7a-** Review Audit Committee Meeting Reports
    - 8.7b-** Audit Committee Charter
  - 8.8-** Pre-need Payment Plan transfer of funds
  - 8.9-** Andy Hinojosa CPA MBA Contract current and new 2024
  - 8.10-** Review health benefits increase and/or plan changes

- 8.11- Review salary schedule
- 8.12- Review farm lease
- 8.13- Tabled Items: 0
  - 8.13a. Out of District Policy
  - 8.13b. CD Funds
  - 8.13c. Equipment maintenance log book
  - 8.13d. RFP Sidewalk Repairs
- 8.14- Verification meeting
- 8.15- Accounting discussion on funds and financials
- 8.16- Tree of Remembrance 2023/ Dia De Los Muetros 2024
- 8.17-CAPC Education Seminar Report

**9. DISTRICT MANAGER’S REPORT**

**10. FUTURE AGENDA ITEMS REQUEST**

- a. Future Meetings (NOV, DEC)

**11. CLOSED SESSION ITEMS:**

**11.1-District Manager’s Review**

**11.2 Conference on current litigation pursuant to Government Coded 54956.9 (d)(1)**

Demp v. Tulare Public Cemetery District, et al. TCSC Case No. VCU301693

**12. 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.