

Tulare Public Cemetery District
Regular Board Meeting Minutes
March 6, 2020

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:00 p.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Stephen Presant. Trustees present were Vice Chairperson Xavier Avila, Secretary James Pennington and Trustee Alberto Aguilar.

Trustee Vicki Gilson was absent.

RECOGNITION OF VISITORS:

Barry Caplin.

THE BOARD RETURNED TO OPEN SESSION AT 1:15 P.M.

PUBLIC COMMENTS:

At 1:20 p.m. Chairperson Presant opened up for Public Comments.

Barry Caplin commented on the district website and the format of the agenda and suggested to post it on a PDF format instead of Microsoft Word.

REPORT FROM CLOSED SESSION:

2.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S) (GOV. CODE §54956.8)
Property parcel owned by district for future addition to North Cemetery (approx. 46 acres in W half of NE quarter of Sec. 17, Tn. 19 S., R. 24 E., Mt. Diablo Base & Meridian. Agency Negotiator Chairperson Presant had nothing to report out of closed session.

TRUSTEE COMMENTS:

Trustee Aguilar reported on things he learned from the CAPC Conference he attended. He also provided pamphlets, PowerPoint presentations, and other documents to all board members who did not go to the conference. Trustee Aguilar also informed the board that he made a suggestion to the CAPC on having a conference in the Visalia area. Visalia being in the Central Valley it would make it easier for northern and southern cemetery districts to meet in the middle of California.

Vice Chairperson Avila commented on the cemetery grounds and how good both cemeteries are looking. He complimented the groundskeepers on the good job they are doing. Vice Chairperson Avila also commented on the office situation and that the office is finally a full office and that now he can actually have a conversation with the Manager.

APPROVAL OF JANUARY 30, 2020 MINUTES:

Chairperson Presant approved the January 30, 2020 Minutes with corrections in accordance with Roberts Rules of Order.

JANUARY 2020 FINANCIAL REPORT:

Vice Chairperson Avila moved to approve the January 2020 Financial Report, second by Secretary Pennington (3-1) Trustee Aguilar opposed.

AUDIT COMMITTEE REPORT:

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Chairperson Presant reported that the Audit Committee has decided to not have a Trial Balance in the financial reports since the Balance Sheet and the Profit & Loss reports have the same thing and they felt that it was just repetitive and confusing. Chairperson Presant gave the board some information on the proposed raises for employees an item that is on the current agenda. He also informed the board that the audit committee has proposed a permanent full-time employee for the office which is also in the current agenda and will go into further detail at that time. Chairperson Presant informed the board that Rob Dennis of Dennis, Cooper & Associates will be here at our next regular board meeting on March 26, 2020. Another item that is on the current agenda is a credit card policy for the district, Vice Chairperson Presant, informed the board that the audit committee felt this is something that is needed and he will also go into more detail on that item when the time comes.

UPDATE ON CEMETERIANS FOUNDATION:

Linda Maloy who is also a founder of the Tulare Cemeterians Foundation educated the board on the chemicals that her and her group use on the headstones to clean them off. Mrs. Maloy informed the board that the foundation is a volunteer group and do not charge the families for the cleaning of the headstones. According to Mrs. Maloy the Tulare Cemeterians Foundation is a non-profit organization. Mrs. Maloy informed the board that the foundation is a service group and that it is registered and she has filed a 501C for the organization. The Tulare Cemeterians Foundation accepts donation only for the cleaning of the headstones. Flat \$30.00; Tall between \$50.00 and \$75.00 depending on height; and double wide or extremely tall headstone \$100.00.

With Memorial Day coming Mrs. Maloy asked the board if she can get volunteers from the community to do a clean-up on the cemetery grounds to beautify the cemetery and get it ready for the Memorial Day Service that is held at the cemetery every year.

CALENDAR OF EVENTS 2020:

Chairperson Presant had the board members look at the 2020 calendar and noted that in November the board meeting is on Thanksgiving Day and wanted some input on what day would be good for the board to meet at this time the board meeting will be held on November 30th, 2020. December board meeting is scheduled to be held on December 24th, 2020 and has been changed to December 31st, 2020. Chairperson Presant asked if the board members would like some special event this coming year to be held at the cemetery. The board discussed having an event for the Day of the Dead (Día de los Muertos), Veterans Day and other events throughout the year.

CREATION OF AUXILIARY & STANDING COMMITTEES:

Chairperson Presant presented this to the board to create a few committees. The first committee created Chairperson Presant appointed Vice Chairperson Avila to the New Office Building Ad Hoc Committee for the Vice Chairperson to get a location of where the new building should go including approximate cost of the building.

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Chairperson Present informed the board that he would like to make an evaluation form of the office manager's performance. Chairperson Present appointed himself and Secretary Pennington to that Ad Hoc Committee.

DISCUSSION CAPITAL PROJECTS IN 2020:

Chairperson Present presented this to the board, he would like to get some capital projects going to put some money into the cemetery. He suggested to give the cemetery office a face lift and get some bids in here to make the office a more efficient for the staff. Chairperson Present appointed himself and Manager Castaneda to an Office Remodel Ad Hoc Committee. Chairperson Present and Manager Castaneda are to bring bids back to the board for approval.

Chairperson Present appointed Vice Chairperson Avila to a Grounds Equipment Ad Hoc Committee.

Vice Chairperson motioned for Chairperson Present and Manager Castaneda to get an RFP for remodeling the office, second by Secretary Pennington. (4-0).

Motion was made by Trustee Aguilar to get an RFP for an automated gate at the North Cemetery, second, by Secretary Pennington. Vice Chairperson Avila amended the motion by adding the RFP to have security cameras to the automated gate. (4-0)

Motion was made by Vice Chairperson Avila to get an RFP for the sprinkler system fixed or a booster pump at North Cemetery, second by Trustee Aguilar. (4-0)

PROPOSED PAY RAISES FOR FOUR EMPLOYEES:

Vice Chairperson Avila made a motion to have a \$2.00 an hour X 4 pot or an \$8.00 per hour pot for the Manager to divide into four (4) groundskeepers with the chairperson to evaluate the process, second by Secretary Pennington (3-1) Trustee Aguilar opposed.

PROPOSED PERMANENT FULL-TIME OFFICE ASSISTANT:

Vice Chairperson Avila made a motion to hire a full-time office assistant, second by Secretary Pennington (3-1) Trustee Aguilar opposed.

VAULT RESOLUTION:

No action was taken at this time.

SECURITY POLICY:

This item was brought back to the board to show the changes that the board voted on.

TPCD CREDIT CARD POLICY:

Vice Chairperson Avila made a motion to approve 2 credit cards for the district subject to revisions to the policy, second by Secretary Pennington (3-1) Trustee Aguilar opposed.

OFFICE MANAGER'S REPORT:

Office Manager Castaneda presented the AUD 247 from the Tulare County Treasurer's office for all board members to sign. She presented the policies that were updated by County Counsel

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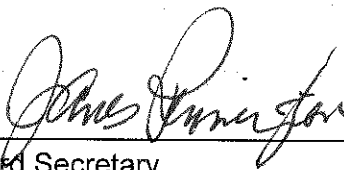
Aaron Zaheen. Office Manager Castaneda also presented the board with the certificates each of the groundskeepers received from Madera Public Cemetery's annual safety training. She informed the board that a Christine Herd, called the office wanting to do a service project for the members of her church Tulare Community Church, she would like to do something on or around April 26, 2020. Christine Herd is to get back with the office manager on the details of time, date, and type of service. Office Manager Castaneda will bring it up to the board at the next regular board meeting for approval of the service project Tulare Community Church would like to do. Office Manager Castaneda informed the board that the Grounds Manager Faria turned in his report to DOORS and had three (3) tractors removed from his report. Two at North cemetery and one at Kern cemetery the board now needs to decide if they would like to sale them or donate them to someone. According to Grounds Manager Faira the district is in compliance with DOORS (Department Of Off-Road System), but the board should think about getting rid of some equipment we are not using and taking up space in both shops. Reed Shaffer has offered to take one tractor, a small one that is in the bullpen at Kern cemetery.

Office Manager Castaneda informed the board that the shops in both cemeteries have been broken into nothing was taken as far as we can see. The person who broke into the North Cemetery shop brought their own tools. That person went so far as to pull out some electrical wiring. At Kern cemetery the person who tried to break in might have brought their own saw, there was a straight cut along the side of the shop building, and once again nothing was taken.

ADJOURNMENT:

Having nothing further to discuss Chairperson Presant adjourned the meeting at 4:02 p.m.

Respectfully Submitted,



Board Secretary