

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

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:02 p.m., at 900 E. Kern Avenue, Tulare, California by Chairperson Stephen Present. Trustees present were Vice Chairperson Xavier Avila, and Secretary James Pennington.

Trustee Vicki Gilson and Trustee Alberto Aguilar were absent.

RECOGNITION OF VISITORS:

Alex Gutierrez, David Higdon, Catherine Doe of the Valley Voice, Linda Maloy, Vicki Gordon, Jennifer Burcham

PUBLIC COMMENTS:

At 1:04 p.m. Chairperson Present opened up for Public Comments.

David brought to the board's attention that in section F there are a lot of weeds and some of the weeds are growing over the headstones. He also mentioned some tree branches that have fallen from the trees and are on the ground.

Alex Gutierrez asked the board why they chose not to hold a teleconference and/or video conference meeting.

TRUSTEE COMMENTS:

Vice Chairperson Present answered Mr. Gutierrez question regarding the meeting. He stated since the cemetery does not have the means or staff to be able to hold a meeting via teleconference or internet, they chose to have an in-person meeting. According to the Brown Act the district would have to provide access not only to board members but also to the public, which at this time the cemetery district cannot provide.

Secretary Pennington said he had no problem and felt safe being at the meeting.

Vice Chairperson Avila spoke on how good and beautiful both cemeteries look and the hard work cemetery staff has done making both of them look as good as they do.

APPROVAL OF MARCH 6, 2020 MINUTES:

Chairperson Present approved the March 6, 2020 Minutes as presented.

2019 AUDIT REPORT:

Chairperson Present received and accepted the audit report as presented.

FEBRUARY & MARCH 2020 FINANCIAL REPORTS:

Vice Chairperson Avila motioned to approve the February and March 2020 Financial Reports, second by Secretary Pennington (3-0).

AUDIT COMMITTEE REPORT:

Chairperson Present reported that the Audit Committee has already started looking into next fiscal year's budget. He also informed the board that Manager Castaneda reported that the cemetery will be needing another tractor and lawnmower, which will need to be put into the budget. Chairperson Present reported that the audit committee recommends hiring groundskeepers and that they also spoke on having of pay for all employees. The audit committee recommended for

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the board to amend the Tulare County budget by approving Resolution 2019/20-4 which was presented to the board.

DRAFT RESOLUTION 2019/20-4 TO AMEND OPERATION BUDGET:

Motioned by Secretary Pennington to approve Resolution 2019/20-4, second by Vice Chairperson Avila (3-0).

PAY RANGE FOR MANAGER & FOREMAN:

Vice Chairperson Avila motioned to adopt Pay Range for Manager and Foreman as presented to the board, second by Secretary Pennington (3-0).

DISCUSSION ON PRICE LIST:

After much discussion Chairperson Present decided to bring this item back to the board after the new budget has been reviewed and adopted.

DRAFT RESOLUTION 2019/20-5 APPLY FOR ELECTRONIC CARS:

It was motioned by Vice Chairperson Avila to adopt Resolution 2019/20-5 allowing the cemetery to apply for electric cars, second by Secretary Pennington (3-0).

DISCUSSION OF ENFORCEMENT OF FLOWER POLICY:

After much discussion on the matter the board directed management to enforce the Flower Policy as management sees appropriate.

HIRING OF GROUNDSKEEPERS:

Vice Chairperson Avila made a motion to hire 2 full-time groundskeepers, second by Secretary Pennington (3-0).

OFFICE MANAGER'S REPORT:

Manager Castaneda informed the board that Pontem sent her a proposal for online burial search for the cemetery's website of a total of \$3,650.00. She informed the board that she had applied for a credit card through the cemetery's bank but was denied due to the fact that the cemetery does not have enough credit. Manager Castaneda informed the board that a family who recently had a loved one pass asked if they can donate a flower plant for the niche area long with a plaque in memory of their loved one's name. The family will ask for permission as soon as this COVID-19 ends.

ADJOURNMENT:

Having nothing further to discuss Chairperson Present adjourned the meeting at 3:31 p.m.

Respectfully Submitted,



Board Secretary