

CALL TO ORDER:

The Tulare Public Cemetery board meeting was called to order at 1:00 p.m., at 469 N. Cherry Street, Tulare, California by Chairperson Stephen Present. Trustees present were Chairperson Stephen Present, Vice Chairperson Xavier Avila, Secretary James Pennington, Trustee Alberto Aguilar and Trustee Carlos Ramos.

RECOGNITION OF VISITORS:

None.

PUBLIC COMMENTS:

TRUSTEE COMMENTS:

Chairperson Present introduced Trustee Ramos and welcomed him to the board as the cemetery's new Trustee.

Chairman Present, Vice Chairman Avila, and Trustee Aguilar all spoke in Trustee Comments

ELECTION OF OFFICERS:

Trustee Present nominated Trustee Xavier Avila as Chairperson, second by Trustee Pennington. No other nominations were announced for chairperson.

Nominee Xavier Avila Chairman (5-0).

Chairperson Avila nominated Trustee James Pennington as Vice Chairperson, second by Trustee Present. No other nominations were announced for Vice Chairperson

Nominee Pennington for Vice Chairman (5-0).

Chairperson Avila nominated Trustee Steve Present as Secretary, second by Vice Chairperson Pennington. No other nominations were announced for Secretary.

Nominee Present for Secretary (5-0).

REPORT FROM TULARE CEMETERIANS:

The Cemeterians reported that they cancelled the scheduled pickup due to rain. They reported that they donated white boards for the cemetery to use for services.

CAPC 2021 BOARD OF DIRECTOR'S VOTING BALLOT:

Manager Castaneda presented the CAPC Board of Director's ballot and informed the board that they could either vote as a board or they could vote individually.

APPROVAL OF DECEMBER 21, 2020 MINUTES:

Vice Chairperson Pennington to approve the December 21, 2020 Minutes with correction (4-1)
Trustee Ramos abstained.

APPROVAL OF DECEMBER FINANCIALS:

Vice Chairperson Pennington made a motion to approve the December Financials, second by Secretary Present (5-0).

APPROVAL OF HIRING 2 GROUNDS KEEPERS:

Vice Chairperson Pennington made a motion to hire 1 grounds keeper, second by Secretary Present (4-1) Trustee Aguilar opposed.

APPROVAL OF BUYING A LOWERING DEVICE & STREAMLINER FOR NORTH:

Trustee Ramos made a motion to approve buying a lowering device and streamliner for North cemetery, second by Secretary Present (4-1) Trustee Aguilar opposed.

APPROVAL OF FLOORING BIDS FOR KERN OFFICE:

Trustee Ramos made a motion to approve The Carpet Shoppe bid to put in flooring at Kern cemetery, second by Vice Chairperson Pennington (5-0).

APPROVAL ON EXCAVATOR – NORTH:

Trustee Ramos approved the lowest bid from Kaweah Equipment after a demonstration is done first with 2 board members there to watch the demonstration, second by Secretary Present (4-1) Trustee Aguilar abstained.

APPROVAL OF CONTRACTR WITH SAN JOAQUIN VALLEY AIR POLLUTION FOR 4 ELECTRIC CARTS:

Manager Castaneda and Secretary Present informed the board that as former Chairperson Present went ahead and signed the contract and now the signed contract will go before the San Joaquin Valley Air Pollution board.

CAPC SEXUAL HARRASSMENT TRAINING FOR TRUSTEES & MANAGERS:

Manager Castaneda gave a flyer to the board members from the CAPC for the Sexual Harassment Training that will take place in February thru Zoom. All board members and managers are required to take this training every 2 years.

PLANNING FUTURE OFFICE & NICHES:

Chairperson Avila appointed Secretary Present and Trustee Ramos to an Ad Hoc Committee for Future Planning of TPCD office and niches.

COMPETITIVE BIDS FOR KERN CEMETERY PLOTS:

Chairperson Avila made a motion to have both burial rights in Section D plot 1579 and 1580 set out for competitive bidding at Kern cemetery, second by Vice Chairperson Pennington (4-1) Trustee Aguilar opposed.

BOARD INPUT OF REQUEST FOR PROPOSAL FOR NEW FENCE AT KERN:

Trustee Ramos made a motion to approve of RFP for a new fence at Kern, second by Trustee Aguilar (5-0).

BOARD INPUT OF REQUEST FOR PROPOSAL FOR AUTOMATED GATE AT NORTH:

Trustee Ramos made a motion to approve of RFP for a new fence at Kern, second by Trustee Aguilar (5-0).

MANAGERS REPORT:

Manager Castaneda, reported that due to the large number of interments across California the cemeteries are finding that vault companies can not make vaults fast enough. As a result, the cemeteries are experiencing a shortage of vaults. Manager Castaneda informed the board that extra vaults have been ordered to prevent TPCD of have a shortage.

Manager Castaneda informed the board that her and Foreman Faria will start interviewing next week for the grounds keeper position. She also informed the board that the receptionist position has been filled. Castaneda hired Lydia Cervantes for the position. At the moment she is receiving all the training needed for Pontem and for the cemetery's website.

Manager Castaneda asked the board to approve for the TPCD to sale or get rid of old equipment that is taking up much need space.

Manager Castaneda reported to the board that a Trucking company out of Tipton will come and pick up 120 loads of dirt from North cemetery for \$36,000 and can pick up dirt on an annual basis for \$1,000.

At 3:06pm the board moved into Closed Session.

Open Session from Closed Session 4:15PM.

Conference regarding Labor Negotiations "Closed session pursuant to Government Code § 54957.6" Purpose – consult with negotiator regarding compensation and job duties of Manager, discussions and negotiations with Manager as needed.

Motion was made by Trustee Ramos to extended Manager's vacation hours to pass over the 192 hours as indicated in TPCD Employee Handbook, second by Vice Chairperson Pennington (4-1) Trustee Aguilar opposed.

ADJOURNMENT:

With nothing further Chairperson Avila adjourned the meeting at 4:20 p.m.

Respectfully Submitted,

Board Secretary