

Board Meeting Minutes

Monday, October 10, 2022, 1:30 p.m.

Location: Woodlake Public Cemetery District Office, 165 N. Cypress Street in Woodlake

Board Members Present: George Clausen; Belen Gomez; Bill Crawford

Others Present: Trilby Barton, District Manager

Call to Order: Board Chair, George Clausen called the meeting to order at 1:30 p.m.

Approval of the Agenda: It was moved to approve the agenda by Mr. Crawford, and seconded by Ms. Gomez. Agenda was approved.

Public Comment: None. No members of the public were present.

Minutes: Mr. Crawford moved to approve the minutes from the August 8, 2022 Board Meeting, and Mr. Clausen seconded. The minutes were approved.

Administration:

- **Financial Report:** Since no meeting was held in September, Ms. Barton reviewed the income and expenses for both August and September. Total expenses for August was \$22,897.56, including payroll and the insurance coverage for the fiscal year through Insurica. An order of vaults was also included in August expenses. Total income for August was \$12,482.17. The month of August consisted of six burials (three full body, two in the columbarium, and one in-ground cremation, with the cremation income being reflected in September's revenue as the check was received/deposited on Sept. 1).

For September's financials, Ms. Barton noted she purchased a time clock and secured San Joaquin Pest Control to spray once a month around the office and shop for spiders and roaches, for \$47 a month. September's expenses also consisted of the final adjustment payment to SDRMA for Worker's Comp insurance, 4-5 roll-off dumpsters to clean the trash out of the northeast corner, repairs to the lawn mower, air compressor and pressure washer, and the niche plate replacement for the Dudley family. Total expenses for September was \$11,798.04. Total income for the month was \$3,586.13, with no burials. Income was mainly from headstone installations.

Ms. Barton reviewed expenses to date for the month of October (\$4,796.04 to date), which included service calls by Lawrence Tractor to complete repairs to the two lawn mowers. Regarding reimbursements, Ms. Barton also noted that Gasoline Alley has

been sold and closed, and the Valley Pacific fuel card was not usable, so she contacted them to send a new one, but in the meantime, fuel receipts from her personal credit card were submitted for reimbursement. Other reimbursement charges include the new website and cemetery email address, business cards, and Amazon for ink.

The board discussed the need for the cemetery to have it's own credit card for these type of purchases in the future, and directed Ms. Barton to secure a credit card.

- **Financial Audit RFP Status:** Ms. Barton met with Pine, Pedroncelli & Aguilar in August, and left the files that need to be audited with them. They will begin the audits after October 15. She is putting the receipts for the past three fiscal years into a spreadsheet, and the accountant instructed that pre-need plots should be a separate line item.
- **Office Organization Update:** Ms. Barton reported that painting of the office will be done in November or December. She is going to be looking into getting paint donated from Dryve It. She is also going to be asking Juan Reynoso to give an estimate for new doors to the office and shop. Ms. Barton also noted the shop area has been cleaned out and that Hector has been reorganizing and putting up some new shelves. The side room is the last room that needs to be purged and organized, and Ms. Barton and Hector will be working on that in the coming weeks.

Grounds Report:

- **Equipment Maintenance Report:** All of the equipment is running now, including both lawnmowers. The small lawn mower is on it's last leg though, and will likely need to be replaced next fiscal year. The backhoe also has a number of leaks, but a local mechanic will be doing a thorough servicing of it when Ms. Barton follows back up with him.
- **North Section Opening Timeline:** Ms. Barton is working to get the north section open as soon as possible. Things need to be done still include: aerating the area and seeding it with grass, fixing sprinklers, and marking the lots. The first to be buried there will be the disinterment from the South Section. Ms. Barton has been doing her due diligence to put that game plan together and determine the cost. Salser and Dillard will have a representative there, Ms. Barton will need to be there, and the Visalia Cemetery assist in the process. The family will be asked to stay in the church parking lot if they wish to be present during the process. The disinterment will likely occur during the first part of November.

A discussion was also held regarding whether the North Section plots can be sold as double plots, or side-by-side plots. Mr. Crawford advised that it would be difficult to do double-plots in this hardpan ground, and the backhoe arm is not long enough to be able to dig that deep.

- **Grounds Improvements Reports:** Painting of the cement wall, inside and outside, will occur as a community work day. Ms. Barton will see if she can get the paint donated. Irrigation improvements are tentatively scheduled to occur after the holidays, and she'll

be coordinating with Fruit Growers Supply to begin the phases. The first phase will be the mainline and the section in front of the office.

Closed Session:

The Board of Directors went into closed session for a report from Ms. Barton on personnel.


Closed session concluded.

Board Comments:

- Ms. Barton showed the Board the new website she put together for the cemetery. It will also be available in Spanish. The domain name is www.woodlakecemetery.com, and the email address is manager@woodlakecemetery.com. The website will be updated regularly, and will show updates on upcoming improvements, how the community can help, office hours, and community events, as well as the board information to be compliant with Senate Bill 929. Bill asked if we need a formal approval on the website, but Ms. Barton advised no. But if the board members can review the website and let her know if there are any revisions needed.
- Ms. Barton also noted that there is a lot of wood from the trees that are being cut down and from broken limbs, and the cemetery is now offering "Firewood for the Community", where community members can take firewood that is piled around the cemetery. This is a way to give back to the community, especially with the winter months coming.

Mr. Clausen moved to adjourn the meeting. Mr. Crawford seconded. Meeting was adjourned at 2:34 p.m.

Signed: _____


Belen Gomez, Board Secretary