

## Board Meeting Minutes

**Monday, March 13, 2023, 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 1:51 p.m.

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

**Public Comment:** No public comment as no public was in attendance. Ms. Barton noted she received a phone call with an inquiry about when the next board meeting would be held.

**Minutes:** Mr. Clausen moved to approve the minutes from the February 14, 2023 Board Meeting, and Ms. Gomez seconded. The minutes were approved.

### Administration:

- **Financial Report:** Ms. Barton reported that February income was a slow month, bringing in only \$2,278.60, which was the total amount deposited in the Treasury on March 7. One cremation burial was held for the month, in the Columbarium, which was paid for in December. Income was for a pre-need plot and for a headstone installation.

Total expenses for February totaled \$6,413.88, which included payroll, and the purchase of a new, larger chainsaw. Expenses to date for March (not including payroll) totaled \$5,148.73, and included excavator services for two burials, and another payment for the building improvements project for the addition of drip edge replacement on the fascia boards.

She noted that on months where income is lighter, she has been cautious on expenses, but that we are doing okay so far. She will be ordering Weed & Feed in the next couple of weeks.

- **Financial Audit Status:** Ms. Barton has no new report from the auditor, but has reached out for an update. She noted the Financial Transaction Report hard copy has been received and she needs to add a link to the website for public view.

- **California Special Districts Association Membership Renewal:** Ms. Barton noted that when she contacted SDRMA (workers compensation insurance carrier) regarding credit points from a webinar she attended, she discovered that we must be members of the California Special Districts Association for SDRMA coverage. She contacted SDRMA, and we have been members, but needed to renew. She will make sure that cost is included in that budget line item for the 2023-24 fiscal year. Membership renewal is \$756. It was moved by Ms. Gomez and seconded by Mr. Crawford to renew membership for CSDA. Motion approved.

Ms. Barton also noted that the Public Cemetery Alliance was holding a training at the Visalia Cemetery on April 19. There are sessions for both management and grounds staff, and she thinks it would be beneficial for both her and Hector to attend. Registration for non-members was \$100 each, or we could renew our membership to the PCA and membership would be \$25 each. It was moved by Ms. Gomez and seconded by Mr. Crawford to approve renewal of membership to the PCA, and to send both staff members to the training.

- **Office Improvements Update:** Construction has been on a standstill with the recent rain, but some progress has been made. The security door that was installed is not wide enough for the equipment, so that will be removed and a barn door built in its place. The new cover over the shop entrance has been started as well. The shop area was flooded with the rain, and the rain gutter was checked and cleaned out, but the cover will help considerably in the future. Ms. Barton also noted the sanding and repairs of the window frame will start soon, and paint colors for the exterior have been selected (a darker brown with white trim). She hasn't chosen a color for the brick yet, but anticipates the painting project will start in April.
- **Employee Handbook Status:** Ms. Barton has not yet completed it, but noted CSDA may have some resources and language available to include in it. She will work on it more over the coming months.

#### **Grounds Report:**

- **Grounds Improvement Report:** Ms. Barton noted that in February she went through the entire South Section to clean graves and bring them all in compliance with the Flower & Memorial Policy. It took her four days, and she took out 45 bags of trash. She will be going through the cemetery once a month from now on to enforce compliance and remove old flowers and broken items. This should help alleviate the blown petals and trash. She noted she has received mostly positive comments from the public about cleaning up the area. Balloons are still a problem, but she has been removing them as soon as she sees them.

Ms. Barton noted that due to the significantly stormy weather and flooding in the City, she closed the cemetery gates for the weekend to keep the public out. There were some trees and unstable areas in the grounds that had her concerned for the public's safety. The public still entered, and she and Hector each re-closed the gates throughout the weekend.



Ms. Barton noted that one of the pepper trees was decayed and will need to be taken down. Another tree along the south cemetery wall needs to be taken down as well, it's pushing the wall over. The ground is still very saturated and soft from the rain, so we are limited on the equipment that can go into the grounds. And as noted earlier, she will be order Weed & Feed to be applied to the grass areas.

The lawn mower has gotten stuck quite a few times due to the saturated ground, but they are trying to maintain the lawns as best as possible considering the weather conditions.

Ms. Barton also noted she spoke to the family of the person who will be disinterred, and they have been understanding about the delay due to weather. The goal is to have her moved as soon as possible, when the ground is secure again for equipment.

Headstone installation has been put on hold due to weather, but Ms. Barton has been explaining to families that as soon as the ground is secure again, they will start getting those installed. If they are installed now, they will sink.

Ms. Barton also noted she has begun to research the remaining headstones that were in the shed. One she found paid an installation fee in 2014, but it hadn't been installed yet. A couple appear to be duplicates, but she is going to try to track down the family members.

She also noted, once the ground is dry, they will be going through the sections to fix sunken areas and lift headstones that have sunk due to the saturated soil. They will also repair the headstones that were broken in December when the backhoe got stuck. Ms. Barton said there are puddles under many of the weeds, and they will be working on clearing those out as weather permits so the soil can dry out faster.

**Closed Session:** None.

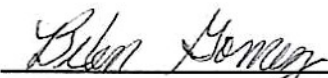
**Board Comments & Additional Comments:**

- Ms. Barton reminded the board that the Form 700s are due to the County by the first part of April. Mr. Clausen turned his in, and Ms. Gomez and Mr. Crawford will get theirs turned in to Ms. Barton

**Next Meeting** – The next board meeting is scheduled for Monday, April 10, 2023 at 1:30 p.m.

Mr. Crawford moved to adjourn the meeting. Ms. Gomez seconded. Meeting was adjourned at 2:42 p.m.

Signed:



Belen Gomez, Board Secretary