

## Board Meeting Minutes

**Monday, April 10, 2023, 1:30 p.m.**

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

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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 1:48 p.m.

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

**Public Comment:** No public comment as no public was in attendance.

**Minutes:** Ms. Gomez moved to approve the minutes from the March 13, 2023 Board Meeting, and Mr. Crawford seconded. The minutes were approved.

### **Administration:**

- **Financial Report:** Ms. Barton reported that she deposited \$23,487.33 into the Treasury Account on April 7 for March 2023 income. There were a total of six burials in March: 4 full body, and 2 cremation (1 columbarium, 1 in-ground). Other income included headstone installations, two pre-need cremation plots and two pre-need full body plots.

Total expenses for March 2023 totaled \$15,318.18, which included payroll, excavator services for the full body burials, and membership for both the Public Cemetery Alliance and California Special Districts Association. Total expenses to date for April was \$13,596.91, which included the final payment for construction of building improvements, and the pallets of Weed & Feed Fertilizer and grass seed.

- **Financial Audit Status:** Ms. Barton has no new report from the accountant/auditor, but has reached out for an update.
- **Office Improvements Update:** Ms. Barton reported the construction project on the building was completed, and the next phase will be painting. She also noted she had spoken with Palafox Electric and will work with them to get an estimate for upgrading the lights in the shop to LEDs, upgrading the lights in the office to LEDs, adding a ceiling fan to the center of the office, and fixing the outside lights around the building, including upgrading the light fixture on the porch.

- **Other Administration-Related Updates:** Ms. Barton reported she has been working with several volunteer organizations this spring to help with catching up from the winter rain. The Kiwanis have come out a couple of times, as well as a group of high school students. She also signed the cemetery up to be a location for the Tulare County Volunteer Bureau, where folks who need to complete court-appointed community service hours can come to complete those.

**Grounds Report:**

- **Grounds Improvement Report:** Ms. Barton reported that the Grounds staff will start installing headstones. There are about 20 that need to be put in from the winter. The ground has been so saturated, it has been impossible to install any since November.
- **Tree Maintenance Estimate:** Ms. Barton received an estimate from Jack Benigno Tree Service to remove two pepper trees that had rotted over the winter, remove the tree by the equipment cover in the cage, remove the tree pushing over the south wall, grind stumps, and prune the palm tree and a few other trees. The total cost of the estimate was \$6,250. Ms. Barton noted that she would need to add on a third pepper tree for removal because the one on the north side of the grounds was also rotten, and that the ground around the roots of the pine tree along the north entrance driveway was cracking and she was concerned if it comes down like another pine tree along the wall did, this one is large enough to take out the neighbor's house, the power lines and the wall. She noted she will get the professional opinion of the tree company before making the final call. With the addition of the two trees, the final bill will be a bit more. Mr. Clausen made a motion to approve the estimate and additional costs for the tree removal, stump grinding and tree trimming. Ms. Gomez seconded. Tree maintenance was approved, and Ms. Barton will move forward and schedule the maintenance.

**Closed Session:** None.

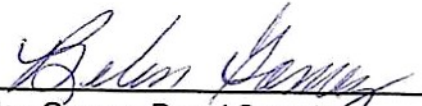
**Board Comments & Additional Comments:**

- None

**Next Meeting** – The next board meeting is scheduled for Monday, May 8, 2023 at 1:30 p.m.

Mr. Crawford moved to adjourn the meeting. Ms. Gomez seconded. Meeting was adjourned at 2:40 p.m.

Signed: \_\_\_\_\_

  
Belen Gomez, Board Secretary