



## **Board Meeting Minutes**

**Monday, July 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 1:33 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:** None. No public was in attendance.

**Minutes:** Mr. Crawford moved to approve the minutes from the June 12, 2023 Board Meeting, and Ms. Gomez seconded. The minutes were approved.

### **Administration:**

- **Financial Report:** Ms. Barton reported on the revenue and expenses for June 2023. She reported \$9,924.84 was deposited into the treasury on July 6, 2023 for June's revenue. A total of two burials were held in June, one full body and one cremation. In addition, two pre-need plots were sold. Total expenses in June totaled \$14,333.36. Major expenses included backhoe repairs, irrigation repairs, and an order of cremation vaults. Expenses to-date for July were \$6,902.61 (not including payroll), which consisted of worker's comp annual payment and the replacement of a bladder tank on the well.
- **Office Improvements Update:** Ms. Barton reported that she had a quote from Palafox Electric for \$3,774.65 for electrical improvements, including upgrading the breaker box to 100 amp, light fixtures in the office and shop, and installation of a ceiling fan in the office. This price is included in the budget discussion to come for review and approval.
- **Other Administration-Related Updates:** Ms. Barton noted that fundraising will need to be done for the wall demolition and installation of the rod iron fence.

### **Budget for 2023-2024 FY:**

- Ms. Barton presented the 2023-2024 FY budget, which is due to the County no later than July 31. She noted that she took into consideration that we had 44 full body burials in the last fiscal year, 17 cremation burials, and 5 columbarium burials.
- **Price Increase** – Ms. Barton presented proposed price increases. There were no significant hikes, just rounding numbers up for example, for in-district plot fees from \$1,290.60 to \$1,300. Ms. Barton reviewed all of the price increases with the Board. Mr. Crawford made a motion to accept and implement the new prices immediately. Ms. Gomez seconded. Mr. Clausen called for a vote and motion was approved. New Price List will be implemented.
- **Monthly Stipend for Health Insurance** – Ms. Barton noted in the budget she included a monthly stipend of \$500 that, if approved, would go to her specifically for health insurance costs. She noted that she took a significant pay cut to come and take on the district management position, which had included health insurance. She said anything over \$500 she will pay out of pocket, but the stipend would be appreciated. She also noted that open enrollment for insurance won't open until October/November, so the stipend wouldn't be paid out to her until likely December or January. Mr. Crawford moved to provide Ms. Barton with a \$500 monthly stipend for health insurance coverage. Ms. Gomez seconded. Mr. Clausen called for a vote and motion was approved.
- **Other Budget Item Discussions** – Ms. Barton noted that budget included basic maintenance needs and fuel for equipment, payroll, utilities, etc. Specific projects included in the budget expenses include finishing the office interior improvements, electrical improvements to the shop and building, adding a ductless split system for air conditioning/heating in the office, squirrel abatement, replacement of the second pressure tank, building of a new dump trailer and awning, new windows for the office, and the financial audits for 2019-2020, 2020-2021, 2021-2022 and 2022-2023 fiscal years. She also noted that about \$120,000 will need to be raised through fundraising efforts to pay for the irrigation system improvements in the Old Section and the demolition and replacement of the entrance and south walls.
- **Budgeted Revenue and Expenses** – An estimated revenue of \$231,225 is anticipated for the 2023-2024 fiscal year, including property tax rolls, plot sales and burial fees, with an additional \$130,500 cash balance at the start of the fiscal year. A total of \$286,285 is the estimated expenses, with a contingency of \$75,440. The budget does not include the anticipated \$120,000 needed in additional funds.
- **Approval of the 2023-2024 Budget** – After a thorough review and discussion of the 2023-2024 Fiscal Year Budget, Ms. Gomez moved to approve the budget, and Mr. Crawford seconded. Mr. Clausen called for a vote, and the budget was approved. Ms. Barton will submit it to the County.

### **Grounds Report:**

- **Grounds Improvement Report:** Ms. Barton reported they were caught up on the installation of headstones from the winter months and would begin on fixing headstones that needed repairs. She also noted that volunteers from the Tulare County Volunteer



Bureau have been coming to complete their volunteer hours, assisting with weedeating and raking, and other tasks.

- **South Wall & Front Wall Replacement:** Ms. Barton noted she has been talking to a community member about helping with fundraising for the project.

**Adoption of Resolution to Increase Number of Board Members from Three to Five**

- Ms. Barton read a resolution that County Counsel helped prepare regarding the approval at the June meeting to increase the number of board members from three to five. She noted once they adopted the resolution, she would send to the County Clerk, who will then put it on the Board of Supervisors' agenda for consideration and final approval. Ms. Gomez moved to adopt the resolution, and Mr. Crawford seconded. Mr. Clausen called for a vote, and resolution was approved.

**Closed Session:** None.

**Board Comments & Additional Comments:**

- None

**Next Meeting** – The next board meeting is scheduled for Monday, August 14, 2023 at 1:30 p.m.

Mr. Crawford moved to adjourn the meeting. Ms. Gomez seconded. Meeting was adjourned at 2:55 p.m.

Signed:  \_\_\_\_\_  
Belen Gomez, Board Secretary