

## Board Meeting Minutes

**Tuesday, September 5, 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 1:33 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 in attendance. Ms. Barton noted that per the request from August's meeting, the 3 minute time limit for public comments in accordance with the Brown Act is now included on the agenda.

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

### **Administration:**

- **Financial Report:** Ms. Barton reported on the revenue and expenses for August 2023. She reported \$7,067.82 will be deposited into the Treasury account on September 7 for August's revenue. A total of four burials were held in August: three full body and one cremation. No pre-need plots were sold. Total expenses in August totaled \$12,141.97. Major expenses included squirrel abatement, and the final bill for Woodlake Hardware. Expenses to-date for September were \$1,228.12 (not including payroll).
- **Office Improvements Update:** Ms. Barton reported that the final measurement for the new office windows will be done on September 6, and the windows should be installed in October (4 to 6 weeks). She'll be purchasing the interior office paint in October and then begin painting the interior.
- **Other Administration-Related Updates:** No other administration-related updates.

### **Grounds Report:**

- **Grounds Improvement Report:** Ms. Barton reported that the Groundskeeper has been working on fixing the fence along the west border, restringing the barbwire. He has also removed the big stump on the west border and has fixed the headstones that were

broken by the tree and lifted the ones that had sunk and were covered. A homeless person was discovered to be sleeping in the cemetery near the South well, and warned not to return.

It was also reported that all of the sprinklers have been fixed in the South Section, and that area is irrigated at night for irrigation and energy efficiency.

The plots in the front two rows of the cemetery in the Old Section are now being sold, and two people have already been buried there. Squirrel holes have been filled in, and almost all of the sunken areas have been filled in. Grounds staff has been monitoring for those areas and fixing them.

Ms. Barton noted that they will be making the marker buttons for the North Section out of cement, and she and the Groundskeeper are working out the best way to do that so the markers are sturdy once installed, and the best way to number them. These will start to go in over the Fall/Winter. Sprinklers have been ordered so the rest of the sprinklers in the North Section can be repaired, and Weed N Feed and grass seed will be applied so we can establish the lawn when the weather cools down.

Ms. Barton noted that the number of complaints about the grounds has decreased tremendously as the staff's hard work on turning the place around is starting to become more visible.

#### **Update on Resolution to Increase Number of Board Members from Three to Five, and Seat Fulfillment**

The seats are now official, and William Valero has been appointed to fill one of them. His first meeting as a director will be in October. Ms. Barton noted that there has been other interest, but one particular woman does not live in the district, which is a requirement. The two new seats will be on the same timeframe as Mr. Clausen's term, and will expire in January. She noted the current board vacancy is posted on the Cemetery's website.

**Closed Session:** None.


#### **Board Comments & Additional Comments:**

- Ms. Barton reminded the Board that she will be out of the state for 10 days, but will be accessible to the public with the cemetery phone forwarded to her cell. She will still be conducting business, scheduling burials and maintaining daily contact with Grounds staff.
- Mr. Crawford stated that he will be resigning from his seat on the Board of Directors effective September 12, 2023. He noted he has served on the Board of 25 years, and will work with Ms. Barton to make his resignation official.

**Next Meeting** – The next meeting will be held on Monday, October 9, 2023 at 1:30 p.m.

The meeting was adjourned at 2:13 p.m.

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

  
Belen Gomez, Board Secretary