

Board Meeting Minutes

Monday, October 9, 2023, 1:30 p.m.

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

Board Members Present: George Clausen; Belen Gomez; William Valero; Gracie De La Rosa

Others Present: Trilby Barton, District Manager; Armida Martinez, Member of the Public

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 Ms. Gomez and seconded by Mr. Valero. Agenda was approved.

Public Comment: None.

Minutes: Ms. Gomez moved to approve the minutes from the September 5, 2023 Board Meeting, and Mrs. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reported on the revenue and expenses for September 2023. She reported \$22,750.13 was deposited into the Treasury account on October 5 for September's revenue. A total of seven burials were held in September: three full body and four cremation. One pre-need plot was sold. Total expenses in September totaled \$13,299.27. Major expenses included an order of vaults and pallet of cement, along with a new gas-powered pole saw. Expenses to-date for October were \$2,733.66 (not including payroll).

Ms. Barton also gave a report on revenue and expenses at the end of the 1st quarter of the fiscal year. With two new board members in attendance, Ms. Barton explained the financial processes for revenue and expenses and how the County acts in the role of the District's bookkeeper. Ms. Barton explained how the District earns income through property tax roll, plot sales, burial services, and headstone installations. She explained the Endowment Account, and noted that we will need to repay money to that account because the previous manager had taken money out of it. Ms. Barton explained that she will be researching exactly how much was taken out and needs to be repaid, and has a folder with all references to the account for her research. She also noted that she spoke with the Grand Jury Special Districts Committee in January about the matter and they are aware that we need to pay for some significant infrastructure projects first, but were satisfied that the repayment is on our task list.

- **Office Improvements Update:** Ms. Barton reported that she will be painting the inside of the office and finishing the outside painting project, with the goal of having all building

improvements completed before the end of the year. The new windows have been ordered and are expected to be installed in October/early November.

- **Board Vacancy & Seat Fulfillment Update:** Ms. Barton reported that the two new board seats have been filled by Mr. Valero and Mrs. DeLaRosa. Bill Crawford officially resigned on September 12, and the County Clerk and District 4 Supervisor Eddie Valero received a copy of his resignation letter. We need to fill Mr. Crawford's board seat.
- **Other Administration-Related Updates:** Mr. Barton discussed the need for a new binder for the cemetery plot records, and contacted a company recommended by Visalia Cemetery who makes cemetery binders. The cost would be \$259.51. She is going to hold off ordering for now to see if she can find a less expensive binding. Mr. Valero asked about digital record keeping, and Ms. Barton explained that building a database is on the task list for 2024. Part of this task will be going through the plots and making sure the records are accurate.

Grounds Report:

- **Grounds Improvement Report:** Ms. Barton reported that another round of Weed N' Feed will be applied to the areas that need another round, specifically in the older section and a few spots in the South Section. The Groundskeeper will also be overseeding a few more areas that need it since we are having a mild Fall season.
- **Irrigation Improvement Project with Fruit Growers Supply:** Ms. Barton presented a draft letter for Fruit Growers Supply requesting approval to pay for the Irrigation Improvement Project in the Old Section on a payment plan of \$5,000 per month on the project anticipated to cost \$46,447.22. Mr. Clausen suggested adding that payments would start in January 2024. Ms. Barton explained that the pipeline in the Old Section may not hold for another irrigation season and she wants to get construction going as soon as possible to have it complete and operational by Spring 2024. Ms. Gomez moved to approve the letter with Mr. Clausen's revision, Mr. Valero seconded. Motion was approved to submit the letter to Fruit Growers Supply requesting a payment plan for the Irrigation Improvement Project.
- **North Section Improvements:** The Groundskeeper is fixing sprinklers in the North Section that have been buried or broken, and will be seeding so we can get grass established. Plot buttons are in the process of being made, and will be installed in the coming months. This will make measuring for grave locations much easier.

Closed Session: None.


Board Comments & Additional Comments:

- Ms. Barton gave the two new board members New Board Member Orientation packet.

Next Meeting – The next meeting will be held on Monday, November 13, 2023 at 1:30 p.m.

The meeting was adjourned at 2:26 p.m.

Signed: _____


Belen Gomez, Board Secretary