

## Board Meeting Minutes

**Monday, November 13, 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; William Valero; Gracie De La Rosa

**Others Present:** Trilby Barton, District Manager

**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 Ms. De La Rosa. Agenda was approved.

**Public Comment:** None.

**Minutes:** Ms. De La Rosa moved to approve the minutes from the October 9, 2023 Board Meeting, and Mr. Valero seconded. The minutes were approved.

### **Administration:**

- **Financial Report:** Ms. Barton reported on the revenue and expenses for October 2023. She reported \$14,979.62 was deposited into the Treasury account on November 8 for October's revenue. A total of six burials were held in October: five full body and one cremation. Four pre-need plots were sold (2 full body, 2 cremation). Total expenses in October totaled \$21,141.02. Major expenses included sprinklers for repairs in the North Section, new seal kits on the backhoe and other servicing repairs, grass seed and Weed N Feed, and a second round of squirrel abatement. Expenses to-date for November were \$1,684.75 (not including payroll).
- **Office Improvements Update:** Ms. Barton reported that the windows had to be remeasured and re-ordered, but are expected to be in within the next month. She has painted the inside of the office, and just needs to do the trim and then touch-ups after the new windows are installed. Regarding the exterior, the Kiwanis have another high school student who we are able to utilize for projects, and she came and helped with touch ups. Ms. Barton also reported she finished the repairs and painting of the railing along the porch. The Groundskeeper will be painting the fascia boards, and then the back of the building needs to be painted. The goal is to have the painting done by the first of the year.
- **Board Vacancy & Seat Fulfillment Update:** Ms. Barton reported one application to fill the vacant seat has been received, but would like to receive more so the board can conduct interviews. It's crucial to have knowledgeable board members. It was also noted that Mr. Clausen will be retiring from his board position on January 1<sup>st</sup>, and Ms. Barton

noted he will need to complete a Form 700 and she will have that ready for him at the December meeting. With Mr. Clausen's exit, there will be two open board vacancies. It was also noted that a new board president will need to be nominated and voted on at the December meeting.

- **Other Administration-Related Updates:** Mr. Barton noted that the bank account signatures will need to be updated, and she will have that letter ready for submittal in December.

Ms. Barton also brought up to the board that the previous manager sold two plots to a family, where only one plot existed. When Ms. Barton and the Groundskeeper went to measure and probe the location, there was not enough room to place recently deceased, and when we opened up the other side, the main irrigation lines were uncovered. To make things right for the family, the gentleman was buried in the North Section next to the family plots, and Ms. Barton offered to disinter/reinter his wife so they are laid to rest together as was intended. The family accepted the offer, and the disinterment/reinterment will be scheduled later in November.

Ms. Barton noted that \$75,440 is budgeted for contingencies for the fiscal year, and we have two budget categories that need to be increased due to more expenses than anticipated in those areas. She asked if the board would consider a Budget Amendment of \$10,000 from the Contingency line of 7432 to the 7021 – Maintenance-Equipment budget line. Mr. Valero made a motion to approve the budget amendment of increasing 7021 by an additional \$10,000, and Ms. De La Rosa seconded. Budget amendment was approved.

A second Budget Amendment was requested to increase 7024 – Maintenance Bldg & Improvements by \$2,000 (from the 7432 Contingencies) to cover the cost of the windows invoice. Ms. Gomez moved to approve the budget amendment to increase 7024 by an additional \$2,000, Ms. De La Rosa seconded. Budget amendment was approved.

#### **Grounds Report:**

- **Grounds Improvement Report:** Ms. Barton noted that families have been asked not to dig the soil and grass away from headstones as it causes them to sink. There have also been families spraying herbicides on plots, and have been asked not to do that as we have invested money in overseeding and Weed N' Feed applications. Cemetery staff will continue to speak with folks as they are encountered.

Grounds staff have been working on lifting sunken stones and also re-setting stones that have been broken over the years by equipment. There are a number on the list, but significant progress has been made.

Grass was planted in the area outside of the office, and plants have been planted. Also, the electric panel on the well by the building went out and was replaced. Ms. Barton had them replace the second pressure tank while they were here, and that invoice is expected to be around \$4,000.



- **North Section Improvements:** The Groundskeeper has been making the buttons that will be used to mark the lot locations in the North Section. She reported that cement stamps weren't working, so they will be using a special paint with UV protection once she researches the best options on that. That will be a project to complete over the winter.

Mr. Valero asked about preparations being made for the anticipated rain. Ms. Barton explained that the Groundskeeper is working on getting everything mowed and weeded before any rain comes. The lawn is in much better shape this year, and we don't anticipate the sudden weed growth that we experienced last year, at least not as severe as it was. Also, this year we are aware of where the storm drains are located and he is working on cleaning those out so they function properly this year. We will also utilize a mini-excavator again this year for the wet months.

**Fundraising for Irrigation & Wall Improvement Projects:** Ms. Barton explained that she would like to start fundraising for the irrigation and wall improvement projects. She is planning to post a link to PayPal on our website for direct donations, and work on letters to submit to local businesses and community organizations such as Woodlake Lions, Woodlake Kiwanis, Woodlake Rotary, and Green Bean. Mr. Valero suggested contacting Supervisor Eddie Valero as well, and NABIS, and also ask the City about putting a flyer in the utility bills with the PayPal link in January/February to reach out to city residents. Ms. Barton will work on drafting the letters for Board review, and will contact City staff.

**Closed Session:** None.


**Board Comments & Additional Comments:**

- Mr. Valero commented that he saw some complimentary comments from the community on Facebook regarding the Cemetery improvements.

**Next Meeting** – The next meeting will be held on Monday, December 11, 2023 at 1:30 p.m.

The meeting was adjourned at 2:29 p.m.

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

  
Belen Gomez, Board Secretary