



Board Meeting Minutes

Monday, January 8, 2024, 1:30 p.m.

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

Board Members Present: William Valero, Belen Gomez, Gracie De La Rosa

Others Present: Trilby Barton, District Manager

Call to Order: Board President William Valero called the meeting to order at 1:33 p.m.

Approval of the Agenda: It was moved to approve the agenda by Ms. De La Rosa and seconded by Mr. Valero. Agenda was approved.

Public Comment: None.

Minutes: Ms. De La Rosa moved to approve the minutes from the December 11, 2023 Board Meeting, and Ms. Gomez seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reported on the revenue and expenses for December 2023. She reported \$25,502.71 was deposited into the Treasury account on January 3, 2024 for December's revenue. A total of three burials were held in December: two full body and one cremation. Ten pre-need plots were sold (10 full body, 0 cremation). Total expenses in December totaled \$29,758.88. Major expenses included the second installment payment on the Irrigation Improvement Project to Fruit Growers, and the new electric panel and pressure tank invoice to Logan Bros, the new office windows to The Glass Shop, California Special Districts Association annual membership renewal, and another order of vaults. Expenses to-date for January were \$10,090.18 (not including payroll), which included the first half payment on Set 2 of the Irrigation Project to Fruit Growers, a pallet of cement, the remainder of the Weed & Feed and grass seed order, and an audit adjustment on our Worker's Comp insurance to SDRMA.

2nd Quarter Budget Status Review: Ms. Barton provided a revenue report and expense report to show the Cemetery's numbers after the first half of the fiscal year. Budgeted revenue for the year is \$213,225, and as of January 1, \$83,139.32 has been brought in. Property tax rolls are expected to hit our account in the next month or two which will put us closer to our revenue goal. Expense budget is \$298,285, with \$126,301.08 spent for the fiscal year to date. To date, \$91,165.65 has been deposited into the County Treasury, and \$7,000 of that was directed to the 786 Endowment Account, and \$1,026.33 was collected sales tax (hence the \$83,139.32 total revenue to the 785 General Fund.

Mr. Valero suggested looking into solar in the future to offset energy costs. Ms. Barton noted that would be a good idea to incorporate into the new shop/equipment cover project when that comes to fruition in a few years.

- **Office Improvements Update:** Ms. Barton reported there is some minor painting and touch-ups that still need to be done to the interior and exterior, and that will likely happen before Spring.
- **Financial Audit Status Report for 2019-2020, 2020-2021, and 2021-2022:** Ms. Barton noted there is not a new updated, but the auditor expects to have the completed audits by January 31. She will touch base with him in January, and will be reaching out to have them do the Financial Transaction Report, which is due by January 31.
- **Status of Board Seat Vacancies:** Ms. Barton reported Michael Marquez submitted his application to fill one of the board seats, and his application has been sent to Supervisor Valero and the County Clerk for consideration. There is still one board seat vacancy available.

Grounds Report:

- **Grounds Improvement Report:** Ms. Barton reported that a significant amount of green waste and other debris is located in the northwest corner of the property and needs to be removed before Spring and to open up the far roadway through the North Section for through traffic. She will be contacting Mid-Valley Disposal to get a price on roll-offs and exchanges, as well as a price to rent a roll-off permanently so the Grounds staff can load debris directly into it and we can exchange it when it is full.
- **Irrigation Improvement Project Status Report:** Fruit Growers is continuing construction of the irrigation improvements, and all is going smoothly.
- **North Section Status Report:** Ms. Barton reported marker buttons will be made in the next month to install out in the North Section to identify the lots.

Closed Session: None.

Board Comments & Additional Comments:

- Ms. Barton noted that since pre-need sales have increased in the North Section, there has been a significant number of inquiries about disinterring/reintering folks from the South Section to the North Section. The board requested that be included as a discussion item for the agenda in February.

Next Meeting – The next meeting will be held on Monday, February 12, 2024 at 1:30 p.m.

The meeting was adjourned at 2:40 p.m.

Signed: _____


Belen Gomez, Board Secretary