



Board Meeting Minutes

Monday, February 12, 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, Mike Marquez

Others Present: Trilby Barton, District Manager; Jennifer Fawkes, Board Representative for District 4 Supervisor Eddie Valero; George Clausen, Past Board President; Nancy & Kathy, Mr. Clausen's daughters

Call to Order: Board President William Valero called the meeting to order at 1:30 p.m.

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

Public Comment: None.

Minutes: Mr. Marquez moved to approve the minutes from the January 8, 2024 Board Meeting, and Mr. Valero seconded. The minutes were approved.

Recognition of Board Service Presentation: George Clausen was recognized by the Woodlake Public Cemetery District Board of Supervisors and by the County of Tulare Board of Supervisors for his 41 years of service on the Cemetery District Board. Ms. Fawkes presented him with a plaque from the Board of Supervisors.

Administration:

- **Financial Report:** Ms. Barton reported on the revenue and expenses for January 2024. She reported \$27,566.65 was deposited into the Treasury account on February 5, 2024 for January's revenue. A total of six burials were held in January: five full body and one cremation (two combined ashes in the Columbarium). Nine pre-need plots were sold (8 full body, 1 cremation). Total expenses in January totaled \$17,348.79. Major expenses included the second half of the Weed & Feed and grass seed order; the first half payment on Set 2 of the Irrigation Project. Expenses-to-date for February were \$8,427.33 (not including payroll), which included the second half payment on Set 2 of the Irrigation Project, and \$591.36 so far for the roll-offs to clean out the northwest corner of the grounds.
- **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 reported the auditor is still working on the audits, and she has not been given a new completion date yet. She will continue to check in with them.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported a new John Deere lawnmower was donated to the Cemetery by Mike Marquez.
- **Irrigation Improvement Project Status Report:** Ms. Barton reported the new pipe and sprinklers have been installed. Fruit Growers will be back to finish the wiring and build a cover over the equipment by the South well. She also noted she received a letter from Greater Kaweah GSA and we pumped just over 11 AF last year. We should be within our allotment and shouldn't receive an overage bill, but with the new system, irrigation will be done at night and in increments, and we will be more efficient water usage and energy-wise.
- **North Section Status Report:** Ms. Barton reported the majority of the marker buttons have been made, and they will be installed shortly. She has been working on building a database, and there are just over 2,300 graves in the North Section.

Disinterment/Reinterment Discussion – Ms. Barton explained that with inquiries to disinter/reinter folks from the South Section to the North Section, a policy needs to be adopted by the Board. The Board would also like to reevaluate the pricing for this process. This discussion was tabled for the next meeting.

Fundraising Update – Ms. Barton spoke with City personnel, and we are able to put a flyer in the March utility bill mailer with information about our fundraising efforts to replace the wall. Ms. Barton provided a draft of the flyer and asked for comments or revisions from the Board to be given to her by Friday. She needs to have them printed and dropped off to the City by February 23.

Closed Session: None.

Board Comments & Additional Comments:

- Ms. Barton noted she is working on a headstone policy for the Board to review and discuss, and will hopefully have that drafted by the March meeting.

Next Meeting – The next meeting will be held on Monday, March 11, 2024 at 1:30 p.m.

The meeting was adjourned at 2:16 p.m.

Signed: _____

Belen Gomez
Belen Gomez, Board Secretary