



Board Meeting Minutes

Monday, April 15, 2024, 1:30 p.m.

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

Board Members Present: Belen Gomez, Gracie De La Rosa, Mike Marquez

Absent: William Valero (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board Member, Mike Marquez, called the meeting to order at 1:31 p.m.

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

Public Comment: None. No members of the public in attendance in person or online.

Minutes: Ms. Gomez moved to approve the minutes from the March 11, 2024 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reported on the revenue and expenses for March 2024. She reported \$12,518.04 was deposited into the Treasury account on April 2, 2024 for March's revenue. A total of seven burials were held in March: three full body and four cremation. One full-casket pre-need plot was sold. Total expenses in March totaled \$26,431.61. Major expenses included the first half of Set 2 of the Irrigation Project, Mid Valley Disposal for roll-off exchanges, service and repairs to the Gator and deck mower, and an order of vaults. Expenses-to-date for April were \$6,747.24 (not including payroll), which included the second half payment on Set 3 of the Irrigation Project.

Ms. Barton also gave a Third Quarter Budget Status Report, reporting on revenue and expenses by budget item number.

- **Public Cemetery Alliance Training Day Report:** Ms. Barton reported on the Public Cemetery Alliance Training Day, held April 10 at the Visalia Cemetery. It was a good day of networking with other cemeteries. And she noted that the Visalia Cemetery staff all looked sharp in matching polo shirts, and she will be getting prices on getting some made for the Woodlake staff with our logo.
- **Policies Review, Discussion, Action:**
 - Headstone Policy – Board members had the previous month to review the new Headstone Policy. There was no further discussion on the policy. Mr. Marquez moved to approve the Headstone Policy, and Ms. De La Rose seconded the

motion. The Headstone/Grave Marker Policy was approved, and the District Manager will begin implementation immediately.

- Flower & Memorial Policy – Ms. Barton presented the Board with a revised Flower & Memorial Policy for their review. She noted updates would be similar to other cemeteries, which includes removing all flowers once a month. This schedule and practice will help keep the cemetery free of litter from faded flower petals and broken items, and will make weed eating and mowing much more efficient. The Board noted they will review the Policy over the coming month, and will open it up for public comment at the May Board meeting before taking final action. Ms. Barton will post the draft policy on the website for public review and note on the agenda there will be an opportunity for public comment.
- Prohibition of Chemical/Herbicide Spraying Ordinance/Policy Discussion – Ms. Barton reported there has been a problem with families spraying chemicals on the graves. She reached out to County Counsel to see if it would be possible to issue fines for spraying chemicals on public land. County Counsel recommended referring offenders to the District Attorney or putting together a Public Nuisance Policy for Board adoption. The Board suggested we consider securing legal counsel on retainer for the District, and then we can work with them to generate a policy. Mr. Marquez and Ms. Barton will work on getting that going.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported on upcoming projects, which includes getting caught up on headstone installations, and then the Grounds staff will start resetting headstones that have been broken by Cemetery staff. They will also be straightening stones so all are in a straight row.
- **Irrigation Improvement Project Status Report:** Ms. Barton reported that she had Fruit Growers automate the South Section and add sprinklers to Babyland while they were here finishing their work. There will be added cost to the project for the addition, but made sense to have them do that work while they were here so everything can be run at night without having to open valves.
- **Fence Replacement Project Update:** Mr. Marquez is working on getting a rendering for the fence project. Ms. Barton noted that she has reached out to a surveyor and is trying to get a boundary survey scheduled. We will also need to get permitting done from the City. So far \$350 has been donated to the fence project.

It was also noted that Sequoia Youth Corps may be a resource for getting trees donated for the North Section.

Closed Session: None.

Board Comments & Additional Comments:

- Mr. Marquez noted some fundraising ideas such as a drive-thru BBQ where we pre-sell tickets and have folks drive through to pick up their meals. This has been successful in our community for other fundraisers.
- Another idea is to put together informational sheets and brochures and have them available at different locations in the City.

- The Cemetery needs to get an applicator license for commercial spraying of weeds, and Ms. Barton will work on getting that going so we can spray pre-emergent on the roadways, along the fence lines, and along the South wall.
- Ms. Barton said that it was suggested we move the Board meeting to a different time of day on the second Monday of the month. After Board discussion, 10:30 a.m. would be a reasonable time. It will be added to the next board meeting agenda as an action item.

Next Meeting – Because part of the Board and the District Manager are part of the Rodeo Committee, the next Board meeting will be rescheduled to Monday, May 6 at 1:30 p.m.

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

Signed: 
Belen Gomez, Board Secretary