



Board Meeting Minutes

Monday, May 6, 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

Absent: Mike Marquez (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board President, William Valero, called the meeting to order at 1:37 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 April 15, 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 April 2024. She reported \$10,653.85 will be deposited into the Treasury account on May 7, 2024 for April's revenue. A total of six burials were held in April: three full body and three cremation. Two full-casket pre-need plots were sold. Total expenses in April totaled \$18,171.90. Major expenses included the second half of Set 3 of the Irrigation Project, the final payment to Mid Valley Disposal for roll-off exchanges, a second backpack blower, and reimbursement to Ms. Barton for a motor for the cement mixer and printer ink and printer paper. Expenses-to-date for May were \$7,594.30 (not including payroll), which included the first half payment on Set 4 of the Irrigation Project.

Mr. Valero asked if there was an update on the Financial Audits. Ms. Barton stated she has confirmation the auditor is working on them, and she had received an email from the project manager requesting some additional information. Ms. Barton is working on getting that information to her. She is hoping the audits will be complete before the end of the fiscal year.

- **Other Administrative Updates:** Ms. Barton said she will be pulling the details together for Memorial Day the week of May 15. Courtney Hengst has offered to help Ms. Barton with the planning because the local veteran association has notified the Cemetery they will be unable to help this year but will bring the crosses. The preliminary schedule is to put crosses and flags at veterans' graves on Saturday, May 18 at 8 a.m., the Memorial

Day Ceremony at 9 a.m. on Monday, May 27, and then pick up the crosses and flags from the graves on Tuesday, May 28 at 8 a.m. Ms. Barton stated she would be putting together a flyer to send out to the community.

Flower & Memorial Policy: Ms. Barton stated the revision was made available to the public in both English and Spanish on the Cemetery's website for 30 days with a notice that a public comment period would be held at the May board meeting specifically for the Flower & Memorial Policy. Mr. Valero opened the floor for public comment on the revised Flower & Memorial Policy. No public comment was provided, and Mr. Valero closed the public comment period. Mr. Valero asked if there was any further discussion amongst the board members prior to board action, and there was none. Ms. Gomez moved to approve the revised Flower & Memorial Policy, and Mr. Valero seconded the motion. Motion was carried to approve the revised Flower & Memorial Policy, and the board instructed Ms. Barton to begin implementation.

Discussion was held on the best way to notify community members. Ms. Barton will update the Flower & Memorial Policy signs, and also contact the City for permission to include a notice in the June utility bill mailer, similar to what we sent for the fence fundraiser. Mr. Valero suggested sending the full Flower & Memorial Policy if the City allows. Ms. Barton said she would ask them. With the mailer going out in June, that will put full implementation beginning on the first Monday of July so community members have the month of June to bring headstones into compliance with the revised Flower & Memorial Policy.

Board Meeting Time Change: At the April 15 Board Meeting, the Board discussed changing the Board Meeting time to 10:30 a.m. on the second Monday of each month, and it was added to the May agenda for formal Board action. Ms. De La Rosa made the motion to make a Resolution for By-Law Amendment to change the official board meeting time to 10:30 a.m. on the second Monday of each month. Ms. Gomez seconded the motion. The motion carried, and the board meeting time will be changed to 10:30 a.m. beginning with the June 10 meeting.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported on upcoming projects, which includes continuing to get caught up on headstone installations. There was a brief discussion about adding a \$100 fee for installing bronze plaques to headstones in the fiscal year. Ms. Barton also noted a volunteer is also coming in during the week to clean up along the outside of the south wall along Naranjo before the increased traffic for rodeo weekend.
- **Irrigation Improvement Project Status Report:** Ms. Barton reported the construction is complete for the Irrigation Improvement Project, but there is some troubleshooting that needs to be done. Grounds crew is working with Fruit Growers to get the kinks worked out.
- **Fence Replacement Project Update:** No new updates on the fence project at this time, but Ms. Barton said she is still working on getting a surveyor out to do the boundary survey.

Closed Session: None.

Board Comments & Additional Comments:

- Ms. De La Rosa shared that while she was looking at the Western Week schedule, she said it would be good for the Cemetery to get involved next year and maybe host an event during the week or help with an event. We would need to think of ideas before next year.
- Dia de los Muertos was also discussed. We could possibly have a taco truck with fixed meals so people can picnic at their loved ones' graves? More discussion to follow in the next couple of months.

Next Meeting – The next meeting will be held on Monday, June 10, 2024 at the new time of 10:30 a.m.

The meeting was adjourned at 2:36 p.m.

Signed:  _____
Belen Gomez, Board Secretary