

Board Meeting Minutes

Monday, June 10, 2024, 10:30 a.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 10:30 a.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. No members of the public in attendance in person or online.

Minutes: Mr. Valero moved to approve the minutes from the May 6, 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 May 2024. She reported \$7,912.49 was deposited into the Treasury account on June 5, 2024 for May's revenue. A total of two burials were held in May: one full casket and one cremation. Two full-casket pre-need plots were sold. Total expenses in May totaled \$24,686.20. Major expenses included the first and second half payments of Set 4 of the Irrigation Improvement Project, and a pull behind spreader for seeding and fertilizing, and the \$2,400 payment to the City of Woodlake Loan. Ms. De La Rosa asked how much was still owed on the loan, and Ms. Barton reported \$19,436.34. Expenses-to-date for June were \$2,997.74 (not including payroll), signage for the Flower & Memorial Policy, and a new pressure washer from Fruit Growers.
- **Financial Audit Status:** Ms. Barton has asked for an invoice from the Pine Pedroncelli, hoping to be able to pay for one or two of the audits in this fiscal year. She received a status update that the 2019-2020 FY audit should be going to the reviewers by the end of June, and that the other two would go quickly after. Ms. Barton will update the County Auditor of the status.
- **Preliminary Budget Review & Discussion for 2024-2025 FY:** Ms. Barton presented some rough draft numbers of the budget for the 2024-2025 FY. The board reviewed and briefly discussed the payroll line item. Ms. Barton will adjust accordingly, and will

present the budget for final review and approval at the July meeting so it can be submitted to the County.

- **Flower & Memorial Policy Implementation Report:** Ms. Barton reported that the mailer insert was sent out with the City's June utility bills, and the new signage had been installed. She has received a few phone calls, but the overwhelming majority seems to be understanding and in agreement with the need for the policy.
- **Other Administrative Updates:** Ms. Barton reported that Public Cemetery Alliance is having their annual conference in Grass Valley in August. She has applied for a scholarship to attend the event. She won't need lodging as she has a place to stay, but it could go towards registration fees and mileage.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew has been going through and fixing all of the sprinklers and
- **Irrigation Improvement Project Status Report:** Ms. Barton will be meeting with the project manager at Fruit Growers to go over the final billing so she can get the project paid in full before the end of the fiscal year.
- **Fence Replacement Project Update:** No new updates on the fence project at this time.

Closed Session: None.


Board Comments & Additional Comments:

- Discussion needs to happen in Dia de Los Muertos in the next month or two. Ms. Barton will add it to the agenda for July or August.
- Mr. Valero noted the priorities for the grounds crew in the summer months should be staying on top of mowing, maintenance, weed eating, etc.

Next Meeting – The next meeting will be held on Monday, July 8, 2024 at 10:30 a.m.

The meeting was adjourned at 11:18 a.m.

Signed: _____


Belen Gomez, Board Secretary