



Board Meeting Minutes

Monday, December 9, 2024, 10:30 a.m.

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

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

Absent: Alex Reynoso (excused); William Valero (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board Member, Michael Marquez, called the meeting to order at 10:37 a.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: Mr. Marquez moved to approve the minutes from the November 4, 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 November 2024. She reported \$18,706.96 would be deposited into the Treasury account on December 10, 2024 for November's revenue. A total of four burials were held: 3 full casket, 1 cremation. Two pre-need plots were sold, both full body. Total expenses in October totaled \$18,949.58. Expenses included Christy Vault Co. for an order of vaults, and Lawrence Tractor for new mower blades and new tires for the Gator. To date expenses for the month of December totaled \$4,538.83 not including payroll, and included the bi-annual loan repayment to the City of Woodlake, and reimbursement to Ms. Barton for storage containers for the Memorial Day crosses, four security cameras, fuel and other general supplies.
- **Calendar Updates:** Ms. Barton advised the board on upcoming dates including Past Board President George Clausen's burial on Friday, December 13, Wreaths Across America ceremony at 10 a.m. on Saturday, December 14, and shared the Cemetery would have a float in the Woodlake Christmas Parade the evening of Dec. 14th. She also noted that a list of board meeting dates for 2025 was included in the Board Packet.
- **Wage Increases:** Ms. Barton advised the Board that the minimum wage for California will increase on January 1, 2025 and we will automatically need to adjust the wage for employees impacted by that. Mr. Marquez made a motion to increase wages where

necessary to maintain compliance with minimum wage requirements. Ms. De La Rosa seconded, and the motion was approved.

Regarding salary increases for all employees, there was discussion amongst the board about establishing a pay rate increase scale based on performance and length of time at the cemetery. Mr. Marquez discussed an evaluation process that would also pertain to the District Manager. Ms. Barton will work on setting up the evaluation process for board review/approval before the next employment anniversary.

- **Other Administrative Updates:** Ms. Barton shared the cost estimate Mr. Reynoso had given her for two 20-foot seatrains and one 40-foot seatrain. Mr. Marquez has a contact for a company that could also build the center cover and provide the seatrains. The discussion on the seatrains/building for the equipment will be tabled for ongoing discussion.

Ms. Barton also reported that Joe Luna has been asking a board member for the remainder of his \$2,000 bill (which she had only paid \$1,000 of due to disputed hours and use of cemetery supplies). Mr. Marquez made the motion to go ahead and pay the additional \$1,000 to Mr. Luna. Ms. De La Rosa seconded, and the motion was approved. Ms. Barton will submit the payment voucher with the next batch of bills to be paid.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the Grounds crew was continuing to work on headstone improvements. She also shared she met with the City Manager for an update on the upcoming roundabout project. He told her he would talk to the surveyor about setting additional survey points for the cemetery boundary, as she'd particularly like to know if we can push the new fence out a couple of feet when we construct it, and to determine where the boundary is in the corner of the church to eventually build a fence there and potentially remove the unsightly cypress trees. She reported she also asked him about who is responsible for the bank to the west of the cemetery. He told her the cemetery can stabilize the bank and make improvements as long as we don't affect the flow of water. She shared she told him we have a pile of broken cement she'd like to use as rip rap, and that we had permission from the City to access the bank from the west side. The board discussed a Bobcat might be the best way to make the improvements, and that Tony Rivas might be a resource for that. There was also a discussion on getting quotes for building a chainlink fence on the west boundary. Ms. Barton will add that to the list of projects.
- **Headstone Installation Policy:** Ms. Barton reported that she had contacted the main headstone companies that we work with, and all guarantee their installations. We would still of course be responsible for those broken by our equipment. But if the board approves having the headstone companies take over the installations, she will update the headstone policy with the specifications so all installations will remain uniform. Mr. Marquez made the motion to allow the headstone companies to install the flat headstones, with the Cemetery collecting a \$250 administration fee. Ms. De La Rosa seconded, and the motion was approved.
- **Fence Replacement Project Update:** Schematics of the rod iron fence were shared with the board members. Mr. Marquez will work on getting a project schedule and payment schedule worked out with construction company. They don't do stone work

though, so we'll need to get quote for that. Ms. Barton noted that she knows a contractor who does stone work and can get a quote from them once the plans are finalized. Mr. Marquez also noted Ms. Barton should call USA for digging.

Closed Session: None

Board Comments & Additional Comments: None

Next Meeting – The next meeting will be held on Monday, January 13, 2025 at 10:30 a.m.

Meeting was adjourned at 11:16 a.m.

Signed: _____


Belen Gomez, Board Secretary