

## Board Meeting Minutes

**Monday, September 9, 2024, 10:30 a.m.**

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

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

**Absent:** None

**Others Present:** Trilby Barton, District Manager (joined remotely via conference call)

**Call to Order:** Board President, William Valero, called the meeting to order at 10:44 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:** Ms. Gomez moved to approve the minutes from the August 12, 2204 Board meeting, and Ms. De La Rosa seconded. The minutes were approved.

### **Administration:**

- **Financial Report:** Ms. Barton reported on the revenue and expenses for August 2024. She reported \$12,040.34 was deposited into the Treasury account on September 4, 2024 for August's revenue. A total of 7 burials were held: 4 full casket, 3 cremation (1 was a columbarium). Three pre-need plots were sold, all were full casket plots. Total expenses in August totaled \$24,918.65. Major expenses included the insurance renewal (Insurica) and Avila Ag Services for a new starter on the backhoe. Expenses to date for the month of September totaled \$2,455.29.
- **Status Update of Audits:** Ms. Barton reported that she and Mr. Clausen had done separate fraud prevention interviews with the auditor, and she was working on a questionnaire they had sent over. The audits are making significant progress towards being completed.
- **2024 Biennial Review of Conflict of Interest Code:** Ms. Barton referred the Board to the current Conflict of Interest Code included in their board packets. A review must be done every two years and updates made if necessary. The Conflict of Interest Code was last updated in 2022, and no necessary changes are needed at this time. Mr. Marquez made a motion to submit the Conflict of Interest Code as-is with no amendments. Mr. Valero seconded. Conflict of Interest Code was approved as is, and Ms. Barton will submit the necessary paperwork to keep the District in compliance.
- **Other Administrative Updates:** Non reported.

## **Grounds Report:**

- **Grounds Improvement Updates:** Ms. Barton reported while she is working remotely out of town (returning on the 17<sup>th</sup>), the grounds crew is working on maintaining the lawn as well as catching up on installing headstones. She marked the headstone locations before she left and the goal is to get caught up on those this Fall.

Ms. Barton also reported she would be looking into mulching blades as previously discussed at the August board meeting.

- **Fence Replacement Project Update:** Mr. Marquez reported he has been in further discussions with a local company who will likely be able to work out a payment plan for us, and will do a rendering of the fence. Ms. Barton noted she is going to follow up again with a land surveyor to get a boundary survey completed. It has been difficult to get a company to follow through.

**Dia De Los Muertos Community Event/Fundraiser Discussion:** Discussion was held about the Dia de los Muertos community event. Mr. Marquez said that he could get a mariachi band donated. There was also discussion about having cookies, coffee, sweet breads, and possibly hot chocolate. Ms. Barton would look into that or maybe a taco truck. Mr. Marquez said a local farmer is growing marigolds, and we could look into a possible donation from him so we can sell to family members. Also, should see if Father Rod from Three Rivers can do a blessing. Ms. De La Rosa will contact the Ballet Folklorico about performing. Ms. Barton said she would work on ironing out the rest of the details and putting together a flyer the first part of October. It was also suggested to have a suggestion box for next year's Dia de los Mertos event so we can build on that for the future.


**Closed Session:** None.

**Board Comments & Additional Comments:** None

**Next Meeting** – The next meeting will be held on Monday, October 14, 2024 at 10:30 a.m.

The meeting was adjourned at 11:05 a.m.

Signed: \_\_\_\_\_

  
Belen Gomez, Board Secretary