

Board Meeting Minutes

Monday, March 10, 2025, 10:30 a.m.

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

Board Members Present: William Valero, Alex Reynoso, Mike Marquez, Belen Gomez

Absent: Gracie De La Rosa (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 Mr. Reynoso and seconded by Mr. Marquez. 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 February 10, 2025 Board Meeting, and Mr. Valero seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the February 2025 financial reports, which included a revenue of \$9,394.81, which was deposited into the treasury account on March 4, 2025. There were a total of four burials in February, two full-casket and two cremation, one of which was a columbarium burial. One full-casket pre-need plot was sold. Expenses for February totaled \$31,046.61, which included the payment of \$19,500 to Pine, Pedroncelli & Aguilar for the 2019-2020, 2020-2021 and 2021-2022 Fiscal Year Audits.

Ms. Barton reported \$4,092.92 is the to-date expenses for the month of March, which includes two pallets of cement for headstone installations and repairs, a headstone replacement, and pallet of Weed N Feed.

- **2022-2023 and 2023-2024 FY Financial Audits Status Report:** Ms. Barton noted that the previous three years financial audits have been submitted to the County and posted on the website. She has been working on scanning the files the auditor will need to complete the 2022-2023 and 2023-2024 audits and will be sending those to them by April 15. The audit team will begin the audits after that date.
- **Other Administrative Updates:** Ms. Barton reminded Board members that the Form 700s will be due by April 1 and she'll be following up with each individually to get those filled out and submitted.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the Grounds crew is continuing to work on headstone repairs/resetting. They have also been working on mowing and weed eating, and have done a round of Weed N Feed on all of the sections.
- **Drainage Project Update** – The project has been delayed due to rain, but Mr. Reynoso came over and we looked at the area and have a game plan.
- **Fence Replacement Project Update:** Ms. Barton will contact the construction company to work on the next phase of the project.
- **Seatrain Storage Project Update:** Ms. Barton has contacted the insurance company adjuster again and still not received a call back. She will continue to call, and will be talking directly to our insurance representative to see if she can help us get through to the adjuster.

Closed Session: None


Board Comments & Additional Comments:

- Mr. Marquez said someone from the public called the police department and complained that not all of the flag poles have solar lights on them. Ms. Barton explained that the flags were put up on the poles recently, but will order solar lights for them. With the impending weather, it was discussed and decided to just take down the flags for now.
- Ms. Barton brought up the Woodlake Lions Rodeo event program advertisement. It will be put on the agenda for the April board meeting.

Next Meeting – The next meeting will be held on Monday, April 14, 2025 at 10:30 a.m.

Meeting was adjourned at 11:04 a.m.

Signed: _____


Belen Gomez, Board Secretary