

Board Meeting Minutes

Monday, April 14, 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, Gracie De La Rosa

Absent: Belen Gomez (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board President William Valero called the meeting to order at 10:32 a.m.

Approval of the Agenda: It was moved to approve the agenda by Mr. Marquez and seconded by Mr. Valero. Agenda was approved.

Public Comment: None. No members of the public in attendance in person or online.

Minutes: Ms. Marquez moved to approve the minutes from the March 10, 2025 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the 3rd quarter report for the fiscal year, noting that \$211,483.46 has been spent to date, with \$103,286.54 remaining in the budget. A total of \$229,465.63 has been brought in for income between property taxes and cemetery services, and our insurance claim for the equipment shed. She reported we are sitting well for the fiscal year and are within budget. There are a couple of line items that will need to be adjusted with a Budget Amendment Resolution.

Ms. Barton also reviewed the March 2025 financial reports, which included a revenue of \$41,406.30, which was deposited into the treasury account on April 3, 2025. \$23,327.01 of that was from the insurance company to replace our equipment shed. There were a total of eight burials in March, five full-casket and three cremation. One full-casket pre-need plot was sold. Expenses for March totaled \$13,457.32, which included a pallet of Weed N Feed paid to Fruit Growers Supply.

Ms. Barton reported \$2,564.03 is the to-date expenses for the month of April.

- **Budget Amendment Resolution:** Ms. Barton explained that three budget line items need some boosting from Contingency to get us through to the end of the fiscal year. Mr. Marquez made the motion to increase Budget Line 7021 Maintenance-Equipment from \$20,000 to \$25,000. Mr. Valero seconded. Motion was approved. Mr. Marquez made the motion to increase Budget Line Item 7081-Utilities from \$7,500 to \$12,000, and Mr.

Reynoso seconded. Motion was approved. And Mr. Reynoso made the motion to increase Budget Line Item 7137-Reimbursements from \$3,500 to \$4,000. Ms. De La Rosa seconded. Motion was approved.

- **2022-2023 and 2023-2024 Fiscal Year Financial Audits Status Reports:** Ms. Barton reported she will be sending over all of the files for the two fiscal years after the April 15 Tax Day passes.
- **Advertisement in Woodlake Lions Rodeo Event Program:** Mr. Reynoso made the motion to approve placing a quarter page ad in the Woodlake Lions Rodeo event program in the amount of \$200. Ms. De La Rosa seconded. Motion was approved.
- **Public Cemetery Day Alliance Training Day Report:** Ms. Barton reported she attended the training day at the Visalia Cemetery and one of the key things she took away that could be beneficial and a good use of space for cremation burials in Woodlake is the burial plots that hold up to six ashes. The board liked the idea and we will discuss more about it in the future.
- **Other Administrative Updates:** There was discussion about bringing on a third grounds crew member part-time just to do yard work. Ms. Barton said she had someone in mind, also from the Fire District. She will talk to him. Everyone agreed this will help tighten up the landscaping schedule.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton she will be working on identifying the remaining Veterans headstones and map them out. The goal is to have them finished by Memorial Day. Ms. De La Rosa noted she saw some holes in the South Section, and Ms. Barton said she will look into those. There was also discussion on raking the dry grass after mowing, and looking at the price of a new deck mower.
- **Drainage Project Update** – The project has been tabled to get the seartrain storage project completed now that we have the money from the insurance company. It will be next on the project list
- **Fence Replacement Project Update:** Ms. Barton will contact the construction company after the rodeo to start getting a game plan for that going.
- **Seatrain Storage Project Update:** We have received payment from the insurance company as reported earlier, and are ready to get the seatrains ordered. Mr. Reynoso and the Grounds Crew will be working the next few Saturdays to get the footings dug and poured with cement.

Closed Session: None

Board Comments & Additional Comments:

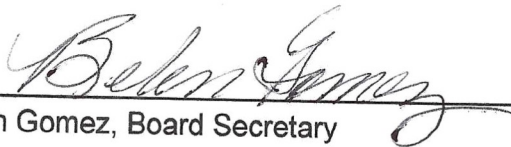
- Mr. Marquez asked about the cost of a pre-fabricated cemetery canopy. Ms. Barton will do some research. We have the dimensions and will also get a quote for a local fabricator.

Next Meeting – The Board agreed to move the May meeting to May 19, 2025 due to schedules of board members and the District Manager. The next meeting will be held on Monday, May 19, 2025 at 10:30 a.m.

Meeting was adjourned at 11:40 a.m.

Signed: _____

Belen Gomez, Board Secretary

A handwritten signature in cursive script, appearing to read "Belen Gomez", is written over a horizontal line. The signature is fluid and extends slightly beyond the line on both sides.