



Board Meeting Minutes

Monday, May 19, 2025, 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: Alex Reynoso (excused); Michael Marquez (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board President William Valero called the meeting to order at 10:41 a.m.

Approval of the Agenda: It was moved to approve the agenda by Ms. De La Rosa and seconded by Mr. Valero. 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 April 14, 2025 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the April 2025 financial reports, which included a revenue of \$18,667.75, deposited into the treasury account on May 19, 2025. There were a total of three burials in April, all full casket. Two full-casket and one cremation pre-need plots were sold. Expenses for April totaled \$33,544.60, which the purchase of the seatrains from Shropshire (\$14,500, and an order of 10 vaults from Christy Vault Co. Total expenses to-date for May are \$3,992.07. Ms. Barton explained the need for Hilvers Farm Management to do another round of rodent abatement due to a number of holes popping up in the South Section, as Ms. De La Rosa shared concern about in the April meeting. With the olive trees being pushed out, a lot of the animals were misplaced and moved into the cemetery, so we are trying to keep up on the abatement. Ms. Barton also explained that Woodlake Fire District invoiced us for the cement for the footings for the seatrain. They added the cement we would need to the truck they were already getting, so the cement company could hit both locations in one trip to Woodlake.
- **2025-2026 Budget Planning:** Ms. Barton reported she will have a preliminary draft of the 2025-2026 Fiscal Year Budget for review at the June meeting. This will give time for the board to review and discuss, and then Ms. Barton will make those updates and bring the budget back to the July meeting for final review and approval. After the Board approves, she will submit to the County Auditor.

- **2025 Memorial Day Planning:** Ms. Barton reported that Courtney Hengst has been working with her to plan the Memorial Day Weekend activities. Ms. Barton is working on a flyer that will be posted on social media and shared with the local service organization, and is firming up the guest speaker, and needs to get the posting of the colors sorted out. The schedule for the weekend will be: Saturday, May 24 at 7:30 a.m., volunteers and staff will put the flags and crosses on the graves of the veterans; Monday, May 26, staff will put up the Veteran casket flags down the center drive, followed by the Memorial Day Service at 9 a.m., and Saturday, May 31, volunteers and staff will remove the flags and crosses from graves. Ms. Barton noted that she will be going through the cemetery and flagging the Veterans' graves and will finish building the database of veterans buried here. Mr. Valero said that he will get coffee and cookies. Ms. Barton will be ordering a new flag for the main flag pole and a solar light kit for the main entrance flag. There are also a few of the wall flags that need to be replaced, so she will get replacement flags for those.
- **Other Administrative Updates:** Ms. Barton noted there is a Public Cemetery Alliance Training on Friday, June 13th that she is planning to attend in Corning. Registration is free since we are members of the PCA, and she won't need hotel accommodations because she has friends in the area she can stay with the night before.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the Grounds crew has been working on fixing sprinklers and will be working on weed eating and mowing so the lawn is in top shape for Memorial Day.
- **Seatrain Storage Project Update:** Mr. Reynoso has been spearheading this project, and the Grounds crew has worked a few Saturdays with him to get the footings ready, and the seatrains have been delivered and set in place. To date, we have spent \$16,052 on the project, which includes the seatrains, weed cloth, cement for the footings, and wood and rebar for the footings before the cement was poured. The next step is to set the poles for the shade cover, and then prepare the center for the pad to be poured with cement. We have \$10,000 left to spend on the project, as the insurance company will reimburse us an additional \$3,000 if we complete the project before February 2026.
- **Drainage Project Update** – The project has been tabled to get the seatrain 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 be contacting the construction company to get that project back in motion to complete in the new fiscal year.

Closed Session: None

Board Comments & Additional Comments:

- Mr. Valero asked about a double canopy. Ms. Barton said she will look into purchasing one. We did just replace our canopy with one that is slightly larger than the 10x10 we were using before. After the April board meeting, she looked into the prefabricated cemetery canopies with the fiberglass tops. With tax and shipping, they are around \$10,000 each. Ideally, Ms. Barton would like to have two: one on the South Section and one on the North Section.

Next Meeting – The next meeting will be held on Monday, June 9, 2025 at 10:30 a.m.
Meeting was adjourned at 11:16 a.m.

Signed: 
Belen Gomez, Board Secretary