



Board Meeting Minutes

Monday, June 9, 2025, 10:30 a.m.

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

Board Members Present: Michael Marquez, Gracie De La Rosa, Alex Reynoso

Absent: William Valero (excused); Belen Gomez (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board member, Michael Marquez called the meeting to order at 10:47 a.m.

Approval of the Agenda: It was moved to approve the agenda by Mr. Reynoso and seconded by Ms. De La Rosa. Agenda was approved.

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

Minutes: Ms. De La Rosa moved to approve the minutes from the May 19, 2025 Board Meeting, and Mr. Reynoso seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the May 2025 financial reports, which included a revenue of \$15,632.44, deposited into the treasury account on June 5, 2025. There were a total of three burials in May, all full casket. Two full-casket and one cremation pre-need plots were sold. Expenses for May totaled \$15,948.36, which included \$845 for squirrel abatement, \$1,137.53 for cement reimbursement to Woodlake Fire District for the seatrain footings, and \$210.45 reimbursement to Ms. Barton for weed cloth purchased from Lowe's for under the seatrains. Total expenses to-date for June are \$5,739.84, which includes repairs and servicing of the backhoe.
- **2025-2026 Budget Planning:** Ms. Barton provided the Board with a rough draft of the Income and Expenses for the 2025-2026 fiscal year to review. She will be finetuning it more for a final review and approval vote at the July meeting.

Board reviewed and discussion was had about priority projects for the new fiscal year besides the fence replacement. Mr. Reynoso said he had spoken briefly to a representative from Willitts Pump about the state of the well by the shop. Mr. Marquez agreed that it sounds like it is going out, and may not make it through another season. Ms. Barton agreed as well and explained that she has done all of the improvements she can to the existing pump with the replacement of pressure gauges and pressure tanks and upgrading the power switch panel, and that we need to look into replacing it. Everyone was on the same page that it is also pulling extra power and increasing our

power bill. Mr. Reynoso will follow up with Willitts and get Ms. Barton in touch with him to start the process.

Discussion was also had about purchasing a new lawn deck mower. Ms. Barton explained that after the most recent servicing of the lawn deck mower, our service technician said the equipment is old and it will start becoming more difficult to find parts. If the District purchases a new lawn mower, she would like to stay consistent with John Deere, as all of our equipment is the same, and it's easier and more cost effective for maintenance and repairs. The Board concurred and Ms. Barton will get prices on a new lawn deck mower to include in the 2025-2026 Budget.

- **2025-2026 FY Price List** – The Board reviewed the proposed 2025-2026 Price List. Ms. Barton noted that the District's direct cost of vaults (full casket and cremation) has gone up, and the 2025-2026 Price List reflects the increase, along with the adjusted sales tax. There is also a proposed 20 percent increase for plots in the upright rows of the North Section. Opening and closing costs would remain the same as the regular rows for these plots. Also, cremation plots are proposed for a slight increase, as cremation burials are becoming more common. Mr. Marquez made a motion to approve the 2025-2026 Fiscal Year Price List with the proposed increases to become effective on July 1, 2025. Mr. Reynoso seconded. Motion was approved and new prices will go into effect on July 1.
- **2025 Memorial Day Report** – Ms. Barton reported that Memorial Day was successful. She explained that she flagged all of the Veterans graves and documented their names and has built a spreadsheet with their information. She is including military branches they served in, rankings, wars fought in, etc., which will give us a more accurate count and knowledge of the veterans buried here. She also reported we had the biggest group of volunteers to date (since she's been here) to put out the crosses and flags at the graves. The Memorial Day Ceremony was also well attended and many compliments were received on the ceremony and the appearance of the cemetery.
- **Other Administrative Updates:** Ms. Barton reminded the Board she will be attending the Public Cemetery Alliance Training Day in Corning on Friday, June 13.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported she rented an aerator and the Cemetery grounds have been aerated. Other projects include continuing with headstone installation repairs, sprinkler maintenance, and working on the seatrain project.
- **Seatrain Storage Project Update:** Mr. Reynoso reported he'll be delivering the posts for the cover, and will work with the Grounds crew on getting those posts cemented in and set. He'll also get the measurements so Ms. Barton can get the materials ordered from Bradford Steel for the roof.
- **Drainage Project Update** – The project is still on hold until after the Seatrain Storage Project is completed.
- **Fence Replacement Project Update:** Ms. Barton will follow up to get the project momentum picked back up.

Closed Session: None

Board Comments & Additional Comments:

- Mr. Reynoso noted that fire season is starting and he may miss some upcoming meetings if he is called out. He will notify Ms. Barton if those situations arise.
- Mr. Marquez brought up a discussion about Dia de los Muertos. The Board brainstormed some additional ideas to grow the event, such as asking the local mortuaries and headstone companies to be event sponsors and provide any sponsor with booth space. We will need sponsors for the Mariachi, and other event costs. Having a trophy sponsor and designing a perpetual trophy or plaque for the Contest winners would be a great benefit as well. We should be able to get lighting from the City and school district, and Mr. Marquez will work on getting a stronger sound system donated. For giveaway items, Ms. De La Rosa will work on baskets and Mr. Marquez will work on getting a television donated. The Board and community is looking forward to a great event! It was also discussed to hold the event on Saturday, November 1. A big part of feedback was to have it in the daytime for a longer period of time.
- The Board also discussed hosting a dinner/dance fundraiser at the Memorial Building or the Plaza, looking at the month of October. Funds would benefit the fence project and we could have a rendering of the fence on display. Ideas include a bar and dinner, and silent auction.

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

Meeting was adjourned at 11:30 a.m.

Signed: _____


Belen Gomez, Board Secretary