



## Board Meeting Minutes

**Monday, July 14, 2025, 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, Michael Marquez, Belen Gomez, Gracie De La Rosa

**Absent:** Alex Reynoso (excused)

**Others Present:** Trilby Barton, District Manager

**Call to Order:** Board President, William Valero, called the meeting to order at 10:42 a.m.

**Approval of the Agenda:** It was moved to approve the agenda by Ms. Gomez and seconded by Mr. Valero. 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 June 9, 2025 Board Meeting, and Ms. Gomez seconded. The minutes were approved.

### **Administration:**

- **Financial Report:** Ms. Barton reviewed the June 2025 financial report, which included a revenue of \$18,512.59, deposited into the treasury account on June 30, 2025. There were a total of five burials in June, four full casket and one cremation. One full casket included cremation ashes in the casket. Two full-casket pre-need plots were sold. Expenses for June totaled \$25,916.10, which included the June loan repayment to the City of Woodlake for \$2,400; and \$4,205 to Avila Ag for repairs and servicing of the backhoe. Ms. Barton noted that a few July bills were expensed to the 2024-2025 fiscal year, totaling \$8,049.82, which included the rental of an aerator for \$1,016. Total expenses to-date for July charged to the 2025-26 fiscal year to date are \$9,948.87, which includes the District's Worker's Comp insurance renewal.

Ms. Barton also reviewed the 4<sup>th</sup> quarter (end of year) report for the 2024-2025 fiscal year. Overall, the District spent almost \$294,000 in expenses for the fiscal year, and revenue (less sales tax and endowment fund income) totaled almost \$313,000. This doesn't include totals for the final Month 12 report we will receive from the county. Ms. Barton also provided reports on total payroll for the fiscal year, as well as a Treasury Deposit Report.

She also reported there were a total of 65 burials in the 2024-2025 fiscal year, 39 full casket (29 in-district), and 26 cremation (11 in-district). There were also 3 burials in the

columbarium. In addition, 27 full casket plots and 3 cremation plots were sold as pre-need.

- **2025-2026 Fiscal Year Budget:** Ms. Barton provided the Board with the proposed Revenue and Expense Budget. She noted that she estimates income for burial services and plot sales based on an average over three years. The estimated revenue for the budget year is \$274,800, with an estimated expenses at \$362,780. Larger expenses for projects in the budget are only done if the budget year is strong. The large expenses for the year include a new pump on the shop well, new lawn deck mower, and finishing the equipment area replacement project.

Ms. Gomez made a motion to approve the 2025-2026 Fiscal Year Budget. Mr. De La Rosa seconded. The board voted unanimously to approve the budget for the new fiscal year. Ms. Barton will submit the budget to the County.

- **Manager's Report on Public Cemetery Alliance Training Day** – Ms. Barton reported she attended the PCA's Training Day on June 13 in Corning, Calif. The day was beneficial and included discussions on cemetery management, discussions with attorneys about laws and policies, heat illness prevention training overview, legally dealing with difficult people, and networking with other cemetery managers. It was a beneficial meeting.
- **Other Administrative Updates:** Ms. Barton will be attending the Public Cemetery Alliance Annual Conference in Grass Valley, Calif. on Friday, August 1.

#### **Grounds Report:**

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew has been working on mowing and weed eating regularly, with Thursdays and Fridays primarily landscape days so the lawn is fresh for weekend visitors. Monday through Wednesday is for projects. The crew has been working on adding dirt to the south section of the Old Section where the area is very low and the headstones are constantly underwater. The stones have been pulled up and will be put back in once the ground work is finished and settled/compacted more.

Ms. Barton also wanted to discuss the possibility of selling the small tractor, and purchasing a new Gator. The crew has been using the Gator for hauling dirt during burial digs more recently. The turning radius on the dump trailer is likely the culprit for a number of the headstone cement bases breaking, and we've had a decrease in damaged stones since they quit using it. The Board and Ms. Barton discussed the pros and cons of selling the tractor, and ultimately concluded to keep it, as it is paid for, running well, and is in our equipment arsenal if we need it. Ms. Barton will begin to look into options and costs for a new Gator (electric, etc.).

- **North (Shop) Well Pump Replacement:** Ms. Barton reported that Willitts Pump did a pump test on the shop well the previous week. The well is from at least the 1960s and required a crane to lift it up to do the testing. Willitts will be working on a cost estimate to replace the existing pump with a submersible. This will help with irrigation efficiency, and will help bring the energy cost down. Ms. Barton will have the estimate before the August board meeting and will put it on the agenda for final discussion and vote on whether to move forward or not.



- **Upgrading Lawn Deck Mower:** Ms. Barton followed up on discussion from a previous board meeting with cost estimates for a new lawn deck mower. Since all of the District's equipment is John Deere, it makes servicing more affordable and efficient, so she contacted the John Deere dealer. A new deck mower will cost between \$15,100 and \$18,000, depending on if we get a gas or diesel mower. Gas would be preferred as diesel can be more costly to work on. The Board requested we table the discussion of the purchase to January, and they can make a decision in time for the spring mowing season. Ms. Barton will put it back on the agenda in January.
- **Seatrain Storage Project Update:** Mr. Reynoso delivered the posts, and one pole has been put in. Once Mr. Reynoso returns from the northern fire he's working, the remaining three posts will go in, and then we'll be able to move forward with the cement pad.
- **Fence Replacement Project Update:** Ms. Barton still needs to meet with the company, but will do so when it's time to also order the roofing supplies from them to complete the seatrain/equipment area project.

**Closed Session:** None

**Board Comments & Additional Comments:**

- Mr. Marquez noted that police officers have been patrolling through the cemetery at night. No incidents have occurred. Ms. Barton noted that is appreciated and important for the community to feel safe here when they come to visit their loved ones.
- Discussion was had on maximizing time and efficiency with the employees. Ms. Barton noted she and the grounds crew have been working on that with the scheduling of project days vs. landscaping days, and will continue to finetune that.
- Dia de los Muertos was discussed. Mariachi has been donated and marigolds for the Cemetery to sell have also been donated. It was requested to add Dia de Los Muertos planning to the August schedule.
- Ms. Barton asked about the dinner/dance fundraiser the board discussed at the June meeting. It was decided to go ahead and push that event to February, since we have Dia de los Muertos in the Fall, and a number of other community events take place during that time of year.

**Next Meeting** – The next meeting will be held on Monday, August 11, 2025 at 10:30 a.m.

Meeting was adjourned at 11:54 a.m.

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

*Belen Gomez*  
Belen Gomez, Board Secretary