



Board Meeting Minutes

Monday, September 8, 2025, 10:30 a.m.

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

Board Members Present: William Valero, Belen Gomez, Alex Reynoso, Gracie De La Rosa

Absent: Mike Marquez (excused)

Others Present: Trilby Barton, District Manager via teleconference; Isabel Cardenas, member of the public

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 Ms. De La Rosa. Agenda was approved.

Public Comment: Isabel Cardenas wanted to know what the status of her son's headstone was, as it had been removed around August 15. Ms. Barton explained she picked up the replacement stone (previous stone had been damaged by the backhoe while digging another grave, original stone had to be removed and taken in so the photo could be reused) before she left town and it will be reinstalled within the week. Ms. Cardenas also commented that when she called the Cemetery about her stepson's potential burial a few months back that Ms. Barton told her that her husband had no rights since he was incarcerated, and she wasn't happy with the conversation. Ms. Barton advised her that she actually said it was Ms. Cardenas who couldn't make any decisions as the stepmother, and that her husband and his son's mother are the legal next of kin that Ms. Barton needed to hear from.

No other members of the public were present and public comment was closed at 10:43 a.m.

Minutes: Mr. Valero moved to approve the minutes from the August 11, 2025 Board Meeting, and Mr. Reynoso seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the August 2025 financial report, which included a revenue of \$23,698.86, which will be deposited into the treasury account when Ms. Barton is back in town the week of September 15. There were a total of six burials in August, 2 full casket and 4 cremation (2 in the columbarium). Five pre-need grave sites were sold, two full casket, and three cremation. Expenses for August totaled \$32,433.14, not including the August 31 payroll (report had not been received as of Sept. 1), which included \$13,500 for the cement forming and pouring for the equipment area pad and parking area pad; \$4,148 for an order of vaults; \$1,786.89 to Woodlake Hardware, which included u-racks for the seatrains to store flag poles and pipes; and \$859.65 to the City

of Woodlake for base rock and DG for the equipment area and parking lot projects. There were no to-date expenses to report for September, although Ms. Barton was expecting the bill from Willitts for the new submersible pump.

- **Financial Audit Status for 2022-2023 & 2023-2024 FY** – Ms. Barton reported the two audits are making significant progress, and the 2024-2025 FY information has also been submitted to them.
- **Other Administrative Updates:** A new on-call groundskeeper employee has been hired and will be splitting time with the other on-call groundskeeper.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported she left the grounds crew with a solid list of things to do while she is out of town, which includes two burials. They will be reinstalling the headstones that were removed in the Old Section where we built up the heads of the graves so they wouldn't be under water during irrigation and rainstorms, along with other headstone installations and replacements, and ongoing yard maintenance. She also reported she'll be ordering pallets of Weed N' Feed and grass seed when she returns so we have for our Fall season round of lawn maintenance.
- **North (Shop) Well Pump Replacement:** Project is now complete. There is a potential for a \$12,000 cost increase, as we had to do some additional well survey work, but ultimately we ended up going with 6-inch casing. The guys are ironing out the sprinkler schedule now that the pump is back up and running, and Ms. Barton is just waiting on the final invoices from Willitts.
- **South Parking Area Project:** Ms. Barton reported the South Parking Area project is pretty much completed and we are able to park there now. She will be contacting the City to see if they have extra parking bumpers at the City yard, which Mr. Reynoso believes they do, so we can add some to the parking spaces. We'll also landscape around the west and south borders in the coming months. Mr. Reynoso shared the City has mulch if we need it for the landscaping.
- **Seatrain Storage Project Update:** Ms. Barton reported she needs to order the roofing materials to complete the project, but was waiting to see where the budget stands after the pump replacement invoice comes in. We might have to wait a month or two to recoup. We do have a budget of \$4,247.04 remaining for the project.
- **Southwest Corner Drainage Project:** Ms. Barton met with Mr. Reynoso and his dad to look at the flow of water in the southwest corner. We're looking at the possibility of adding a cement gutter to collect water and divert it to the existing drainage path. This won't affect any existing graves in that area.

Dia de los Muertos Planning Discussion: Dia de los Muertos will be held on Saturday, Nov. 1, and confirmed from 2 to 6 p.m. Ms. Barton will contact Ballet Folklorico about performing, and Ms. De La Rosa has items to donate for the raffle. Ms. Barton confirmed with Ms. De La Rosa that she has someone lined up to donate marigolds. Ms. Barton noted she will sell the marigolds on both Friday and Saturday. Ms. Barton will work on the flyer and get it posted to social media within the next week when she returns to town. And it was also discussed to schedule a planning meeting. Ms. Barton will do that when she gets back into town.

Closed Session: None

Board Comments & Additional Comments:

- There was discussion about a funeral scheduled for Saturday, Sept. 27, and the possibility that it might have a significantly large attendance. Ms. Barton is meeting with the family on the 16th and will get more information, but she is already planning on establishing a flow of traffic plan, having staff directing traffic, and working with Woodlake Police if need be. The Board will be on standby if any help is needed for the service.

Next Meeting – The next meeting will be held on Monday, October 13, 2025 at 10:30 a.m.

Meeting was adjourned at 11:13 a.m.

Signed: 
Belen Gomez, Board Secretary