

Board Meeting Minutes

Monday, October 13, 2025, 10:30 a.m.

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

Board Members Present: Mike Marquez, Gracie De La Rosa, Belen Gomez

Absent: William Valero (excused), Alex Reynoso (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board Member, Mike Marquez, 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 Ms. De La Rosa. Agenda was approved.

Public Comment: None. No members of the public present.

Minutes: Ms. Gomez moved to approve the minutes from the September 8, 2025 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the September 2025 financial report, which included a revenue of \$18,698, which was deposited into the treasury account on October 3. There were a total of three burials in September, all full casket. Six pre-need grave sites were sold, all full casket. Expenses for September totaled \$36,821.03, which included payment for the new submersible pump on the shop well project (\$11,748.21 to Willitts, and \$8,331.77), and reimbursement to Ms. Barton for \$214 was for the annual email, domain and website annual renewal and for a tire repair on the Gator). Expenses to date for October totaled \$8,646.51, which included the worker's comp adjustment for the 2024-25 fiscal year to SDRMA for \$4,514.12, an order of Fruit Growers Supply for a pallet of Weed N Feed and a pallet of grass seed in the amount of \$2,174.83, and reimbursement to Ms. Barton for \$124.22 for new American flags and the first month subscription for QuickBooks.

1st Quarter Fiscal Year Report – Ms. Barton presented the first quarter report, which includes revenue total of \$62,121.90, and expenses of \$115,661.53. While there was significant expenses in the first quarter, it also included our insurance renewal, Worker's Compensation renewal, and the new pump project, and progress on the seatrain project. Staff has been mindful of day-to-day expenses to save money where we can. Mr. Marquez noted that the projects we've paid for in the first quarter were essential projects that needed to be done, so we have been wise with spending of the District's money.

Ms. Barton reported she got a subscription to QuickBooks and has been working on getting the new fiscal year set up in there for the Treasury account, Bank of Sierra account and Endowment account. She referred to the reconciliation reports included in the Board packets and will include the reports in board packets moving forward, which shows our account balances. She noted our accountant/financial auditor has access as well, and will be inputting our other asset information so we have everything in one place. The accountant was glad we have made the step.

Mr. Marquez asked about the funds due to be repaid to the Endowment account and if we have an updated amount owed. Ms. Barton reported the auditor had done some deep diving and has an updated number that we owe, and we may be able to use the interest we haven't taken out the last few years towards the balance owed since we've done some significant improvement projects. She said it is likely the accountant/auditor will go over our options when he comes to give a report on the completed audits. She also noted it may be a good idea, depending on our income, to try to pay the balance due back this year so we can utilize the interest each year on cemetery operations and improvements.

- **North Section Tree Request:** Ms. Barton shared that a family would like to purchase a couple of plots directly to the west of their family plots in the North Section and would like to plant a tree. Since plots are needed to be specific for burials, Ms. Barton noted they will also use the plots for cremation burials for their family. She explained that the family proposed a cork oak or southern live oak, and Ms. Barton researched both tree species and the cork oak would be more suitable for the cemetery. The family also agreed that if the board approves, they will be responsible for ongoing tree maintenance. Mr. Marquez made a motion to approve the allowance for a tree on the plots, noting that it needs to be deep enough for the root system to not cause any issues with burials, and professionally planted. Ms. De La Rosa seconded the motion. Tree planting request was approved.

Mr. Marquez noted that CSET would be a resource to contact for planting trees in the North Section that might be more cost effective for the District. Ms. Barton will reach out to them to see what species are available and the process for the tree planting.

- **Other Administrative Updates:** Ms. Barton noted that the terms for Ms. De La Rosa and Ms. Gomez expire in January, and applications for the board seats are due by December 5. Both Ms. De La Rosa and Ms. Gomez shared they will submit new applications for reappointment.

Ms. Barton also reported that Wreaths Across America is scheduled for Saturday, December 13, and she and Courtney Hengst will start working on the planning after Dia de los Muertos.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew are currently working on weed n feeding the lawn now, along with overseeding before the rain hits tomorrow. They have also been working on fixing the drainage area in the south part of the Old Section. The headstones from the second row have been reset, and we're going to start working on the row along the road. Those stones will be pulled out and the

ground built up same as the second row, trying to divert more of the water through the gutter drainage system.

Ms. Barton also shared that there are some trees that need to be trimmed by professionals, and a few that are no longer viable that need to be removed. She received a quote from one company for around \$13,000, but will look into other companies for costs if the Board approves a budget. She noted the grounds crew can probably remove the trees that have died/are dying, but there is some major trimming on the big trees that are leaning towards a safety issue, and needs to be done before Dia de los Muertos. Mr. Marquez made a motion to approve a tree maintenance budget up to \$10,000. Ms. De La Rosa seconded the motion. Tree maintenance was approved.

- **Seatrain Storage Project Update:** Ms. Barton reported that Mr. Reynoso will be coming by to doublecheck measurements for the roofing materials we need to complete the project, and then Ms. Barton will order the materials so we can finish the project up.
- **Southwest Corner Drainage Project:** Ms. Barton reported the ground crew added a new PVC line to divert the water. It may be a temporary fix, but it's working for now. We'll also look at adding a gutter across the road in the corner, and will be fixing the headstones in that area, leveling out the ground.

Dia de los Muertos Planning Discussion: Dia de los Muertos planning is underway. Mr. Marquez has light towers, sound system and Mariachi lined out. Woodlake Police and Fire will have booths set up, and Ms. Barton added that Bank of Sierra may be setting up a booth. Ms. De La Rosa has tables and chairs for the event, and about 10 raffle gifts, and will donate a couple of brand new purses to raffle. Mr. Marquez will work on getting a TV or two donated for the raffle as well. Ms. Barton still needs to line up the porta potties, and will work on getting decorations. It was discussed to get pinatas for the event, which will be a great activity to add to the line-up. Ms. Barton also noted that Sierra Linda Ballet Folklorico is set to perform at 2:30 p.m. It was suggested to contact Richard McCue to see if his children's mariachi group can perform as well. Ms. Barton will follow up with him. Ms. Barton shared she'd been contacted by La Michoacana about doing a food booth, which is a different type of food than Las Espuelas, more fruit cup and sweet treats. The Board approved allowing a second food vendor. Ms. Barton will set up a final meeting on Monday or Tuesday before the event to make sure all of our ducks are in a row before the event.

Closed Session: None

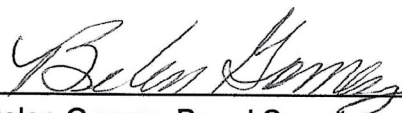
Board Comments & Additional Comments:

- None

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

Meeting was adjourned at 11:36 a.m.

Signed: _____


Belen Gomez, Board Secretary