



## Board Meeting Minutes

**Monday, December 8, 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, Gracie De La Rosa, Belen Gomez

**Absent:** Michael Marquez (excused), Alex Reynoso (excused)

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

**Call to Order:** Board President, William Valero, called the meeting to order at 10:34 a.m.

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

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

**Minutes:** Ms. De La Rosa moved to approve the minutes from the October 13, 2025 Board Meeting, and Mr. Valero seconded. The minutes were approved.

**Administration:**

- **Financial Report:** Ms. Barton reviewed the November 2025 financial report, which included a revenue of \$13,266.51 that was deposited into the treasury account on December 4. There was one burial in November, which was a full casket. Two pre-need grave sites were sold, one full casket and one cremation. Expenses for November totaled \$35,354.01, which included an order of two pallets of cement from High Sierra for \$720.43, a payment of \$3,087.38 to Lawrence Tractor for new tires on the deck mower, a new tire on the Gator and servicing of the lawnmowers and Gator, \$9,050 to Jack Benigno Tree Service for tree removal and trimming, and \$8,125 to Valley View for the concrete work for the Southwest Corner Drainage Project. Overtime hours for the month were for the Dia de los Muertos event. Expenses to date for December were at \$8,690.14, which included the \$2,400 payment due to the City for our loan repayment, an order of vaults with Christy Vault Company, reimbursement to Trilby Barton for the Quickbooks subscription and printing costs for the 2026 clean-up schedule mailer inserts and order of business cards, and \$420 to Avila Ag Services for a brake adjustment on the backhoe.

Ms. Barton also provided the reconciliation report from Month 4 of the Treasury account and Endowment Fund account, and monthly reconciliation of the Bank of Sierra Revolving Account.

The Board asked what the remainder balance is for the loan from the City, and Ms. Barton noted it is now at \$15,002.81. It was discussed that potentially next fiscal year, we may be able to pay the loan off in its entirety.

- **Wreaths Across America:** Ms. Barton reported on the gameplan for the Wreaths Across America event on Saturday, December 13 at 10 a.m. She noted the graves of the veterans would be flagged so volunteers can easily identify where to lay wreaths. Courtney Hengst worked with elementary school students for a program, and she also lined up high school students to give speeches. Everything has come together and staff will be there at 8 a.m. to begin set up.

A discussion was held about cemetery activities for Veteran's Day. Ms. Barton explained that we do honor the veterans on Memorial Day and with Wreaths Across America, and Veterans Day is usually right after our big Dia de los Muertos event. And Veterans' Day is generally for veterans who are not yet in the cemetery. It was decided for the future to the cemetery will put our American flags up on the wall for the Veterans' Day holiday.

- **Staff Holiday Schedule:** Ms. Barton reported that cemetery operations will be closed on Christmas Eve and Christmas, with staff receiving 8 hours of holiday pay for each day, as well as New Year's Day.
- **2026 Calendar Year Board Meeting Dates:** The Board received the meeting dates for the 2026 calendar year.
- **Other Administrative Updates:** Ms. Barton attended the County's Government 101 Training in November, which covered information about internal controls, mandatory filings and ethics training. She noted she had already completed ethics training through CSDA, but received another certification through the County's training.

#### **Grounds Report:**

- **Grounds Improvement Updates:** Ms. Barton reported that the grounds crew has been working on headstone repairs and installations (when the weather permits), and will be working this week on getting the grounds ready for Saturday's event.
- **Seatrain Storage Project Update:** Mr. Reynoso got the measurements to Ms. Barton. She will order the materials after the Southwest Drainage Improvement Project is completed. It became a priority.
- **Southwest Corner Drainage Project:** Ms. Gomez made a motion to approve the estimate of \$8,125 to pour the drainage gutters for the southwest corner. Mr. Valero added a note of the total project budget to stay around \$10,000 total. Mr. Valero seconded the motion, and the funding for the project was approved.

**Price List Increase for January 2026:** The board reviewed the draft price list with the updates discussed in the November meeting. The plot and opening/closing fees were boosted \$50 each, and the vault fees were adjusted to accommodate the manufacturer price increases. Saturday service fees were also boosted \$50 each. Mr. Valero made a motion to accept the price list changes with the effective date to be January 2026. Ms. De La Rosa seconded. The price list increase was approved, and Ms. Barton will implement on January 1.

**Closed Session:** None

**Board Comments & Additional Comments:** None

**Next Meeting** – The next meeting will be held on Monday, January 12, 2026 at 10:30 a.m.

Meeting was adjourned at 11:10 a.m.

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

A handwritten signature in cursive script, reading "Belen Gomez", written over a horizontal line.

Belen Gomez, Board Secretary