



Board Meeting Minutes

Monday, March 9, 2026, 10:30 a.m.

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

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

Absent: None

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. Marquez and seconded by Ms. Gomez. Agenda was approved.

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

Minutes: Ms. De La Rosa moved to approve the minutes of the January 12, 2026 Board Meeting, and Mr. Valero seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the January 2026 and February 2026 financial report. A total revenue of \$17,227.43 was deposited into the treasury account on February 5, 2026 for January income. There were five burials in January, which included two full casket and three cremation. No pre-need grave sites. Expenses for January totaled \$22,970.76, which included \$925.40 reimbursement to the City of Woodlake for the asphalt for the Southwest Drainage Project; \$2,139.85 to Lawrence Tractor for steering repairs on the Gator, new front tires on the Gator, and wheel bearings and shocks replaced, and the lawn deck mower belt replaced; and \$6,500 to Pine, Pedroncelli & Aguilar for the 2022-2023 FY financial audit.

Income for February 2026 totaled \$15,935.36, which included a total of two burials (both full caskets) and three pre-needs (two full casket and one cremation). Expenses for March 2026 totaled \$13,496.28, which included \$621.77 for a Stihl weed eater and a rope recoil, and reimbursement for \$193.88 to Trilby Barton for the annual Adobe Acrobat renewal and the monthly Quickbooks subscription.

Ms. Barton also provided the reconciliation reports from Month 7 of the Treasury account and Endowment Fund account, along with reconciliation reports for the Bank of Sierra accounts for January and February 2026

- **Form 700s:** Ms. Barton reminded the Board members that Form 700s are due to the County by April 1. She has received Mr. Marquez' and Mr. Valero's. Mr. Reynoso said he would get his submitted to Ms. Barton, and Ms. De La Rosa had hers to turn in.
- **Employee Handbook Status Update:** Ms. Barton reported that the Employee Handbook is almost complete. She would like to have it finalized before the end of the fiscal year.
- **District Credit Card Discussion:** Ms. Barton reported that following the last meeting, she followed up on the discussion about getting a CAL-Card. The District will need to submit three years worth of audits, so we won't be able to apply until the 2023-2024 and 2024-2025 audits are completed. The auditor goal is to have those completed within the next few months. Getting a credit card is recommended by the auditor for internal controls and to decrease reimbursements to the District Manager.
- **Advertisement in 2026 Woodlake Lions Rodeo:** A quarter page advertisement in the 2026 Woodlake Lions Rodeo program is \$200. It is an opportunity to advertise our services and contact information to the community of Woodlake. Mr. Reynoso made the motion to approve purchasing an ad in the program, Ms. Gomez seconded, and motion was approved. Mr. Marquez and Mr. Valero abstained from the vote.
- **Other Administrative Updates:** Ms. Barton reported about the Cemetery Managers' Roundtable Meeting she attended at the Madera Cemetery on February 18. In addition, she'll be attending a CSDA/SDRMA-sponsored conference in Sacramento on March 18. This attendance will earn the District credits toward discount on the 2026-2027 Worker's Compensation bill.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported that spring season is upon us and the Grounds crew has been working on mowing and weedeating regularly. They'll be doing a round of weed n' feed and overseeding as soon as the order arrives. They have also been working on going through the irrigation system and making repairs to sprinklers to prepare for irrigation season.
- **Seatrain Storage Project Update:** Ms. Barton noted that she will be ordering the materials for the roof.
- **Southwest Corner Drainage Project:** Ms. Barton reported the headstones will be going back in soon. The Grounds crew has overseeded to get the grass re-established.

Closed Session: None

Board Comments & Additional Comments:

- Mr. Marquez brought up the purchasing of new chairs. Ms. Barton agreed that we are in need of new chairs, and would like to get the sturdier white ones like they sell at Costco. Ms. De La Rosa mentioned she may be able to get them donated, but will let the Board know.
- Ms. Gomez shared that she will be resigning from her seat on the District Board. She will attend the April meeting as her final meeting. The other Board members thanked her for her time and service to the cemetery district.

Date Change for May Board Meeting:

- The Board was asked to consider changing the date of the May meeting from May 11, 2026 to May 18, 2026, due to the rodeo being May 9-10. Mr. Marquez made the motion and Mr. Valero seconded. The date change to May 18 was approved.

Next Meeting – The next meeting will be held on Monday, April 13, 2026 at 10:30 a.m.

Meeting was adjourned at 11:18 a.m.

Signed: _____


Belen Gomez, Board Secretary