WOODLAKE
PUBLIC CEMETERY DISTRICT

Board Meeting Minutes

Monday, April 20, 2026, 10:30 a.m.

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

---

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

Absent: None

Others Present: Trilby Barton, District Manager; Trisha Perez; Gloria Gomez

Call to Order: Board President William Valero called the meeting to order at 10:35 a.m.

Approval of the Agenda: It was moved to approve the agenda by Mr. Reynoso and seconded by Mr. Valero. Agenda was approved.

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

Special Board Recognition for Belen Gomez' Years of Service: The April 20 Board Meeting was Ms. Gomez' last meeting as a member of the Board. The Board presented her with a plaque and flowers recognizing her six years of service to the Woodlake Public Cemetery District. Each board member thanked her for her service and team work, and Ms. Barton shared her appreciation with Ms. Gomez for being in the trenches with her as we've worked so hard to make the cemetery beautiful and functional again.

Minutes: Mr. Valero moved to approve the minutes of the March 9, 2026 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the March 2026 financial report. A total revenue of $20,433.56 was deposited into the treasury account on April 3, 2026 for the March income. There were five burials in March, all cremation, with one being a second burial in a columbarium niche. Two full casket pre-need graves were sold. Expenses for March totaled $15,101.11, which included $221.10 for the servicing/cleaning of the air conditioner/heater unit in the office; $930 to Crowne Vault for an order of cremation vaults, and reimbursement to Trilby Barton for $103.95 Amazon purchase for easels and new table cloths for burial services and $20 for tire repair at Universal Tire Repair.

  Ms. Barton also provided the reconciliation reports from Month 7 and Month 8 of the Treasury account and Endowment Fund account, along with reconciliation report for the Bank of Sierra account for March 2026.

Ms. Barton also gave 3rd Quarter Budget Report, reviewing the status of where we are for the budget. With a budget of $274,800 for revenue for the fiscal year, the District had an actual revenue of $213,875.97. Ms. Barton noted that a second round of property tax income will be deposited in April, but overall we should be close to budgeted income by the end of the fiscal year.

On the expense side, the District had a budget of $363,380 and to date had spent $256,898.23. The District has spent $50,330.38 on essential priority projects for the fiscal year, including another financial audit, the new submersible pump on the shop well, cement pads for the parking area and new equipment storage area, and the Southwest Corner Drainage Project. With those expenditures, we have been focused on saving money and only spending on the essentials such as equipment repairs, irrigation parts, and grass seed and Weed N Feed. She noted that we will likely need to do a Budget Amendment at the May meeting for Budget Line 6001 – Allocated Salary and 7021 – Maintenance Equipment, but there is reserve in the Contingency line to cover the amendment.

- **Other Administrative Updates:** Ms. Barton reported that we have received three Credit Incentive Program points after her attendance at the SDRMA/CSDA Training Day in March, which should save us 3 percent on our Worker's Comp coverage for the 2026-2027 fiscal year. She is going to reach out to SDRMA about getting a quote for general liability insurance to see if there will be a cost savings to have all of our insurance coverage with one company.

  Ms. Barton shared that she ordered a time clock for the employees. It has a finger print scanner, and it has been implemented. She also noted that some of the employees have varying schedules, and would like to bring on another individual as a part-time/on-call groundskeeper. Having a fourth employee would help with work, allowing the Lead Groundskeeper more time to work on major projects. The Board approved the new hire.

  Ms. Barton also reported that the District received a letter from the City regarding the dilapidated condition of the wall. She reported that she called the Building Inspector on the letter and informed him that she has spoken with the City Manager a few times about the wall, and that we are aware of the wall's condition and that will be our next major project. She noted that she told him we can demolish the wall now and put up temporary snow fence, or we can aim to have it replaced by the end of the 2026-2027 fiscal year. He was satisfied that we have a solution and would relay the message to City management. With Board discussion, we will begin working on finalizing design plans and work out a payment plan/final details after May. There was also discussion on revisiting the idea of having a fundraiser event.

Grounds Report:

- **Backhoe Repairs** – The Board discussed repairs to the backhoe. The brakes need to be re-done. The Board directed the District Manager to get a second quote on repairs before we move forward.
- **Grounds Improvement Updates:** Ms. Barton reported that the spring grass growing frenzy is upon us. The grounds crew has been working diligently at keeping the grass mowed and weedeated. We ended up canceling the grass seed order at Fruit Growers

because it had been on back order so long, and ordered from Woodlake Grower Supply, so they will be finishing up the Weed N Feed and overseeding.

The grounds crew will also be working on headstone repairs and new installations. She also shared that the new signs for around the grounds have been ordered.

Mr. Valero mentioned that a new flag is needed on the front flag poles. Ms. Barton said that she replaces all flags each year for Memorial Day, so that will be taken care of.

- **Seatrain Storage Project Update:** Ms. Barton noted that she has a call in to order the awing materials and is waiting for a price quote.
- **Southwest Corner Drainage Project:** Ms. Barton reported the headstones will be going back in soon, we had some rain and need the area to dry out. But the new drain is working well.

Closed Session: None

Board Comments & Additional Comments: None

Next Meeting – The next meeting will be held on Monday, May 18, 2026 at 10:30 a.m.

Meeting was adjourned at 11:30 a.m.

Signed: Trilby Barton

Trilby Barton, Board Clerk