WOODLAKE
PUBLIC CEMETERY DISTRICT

Board Meeting Minutes

Monday, May 18, 2026, 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, Alex Reynoso, Gracie De La Rosa, Trisha Perez

Absent: Michael Marquez

Others Present: Trilby Barton, District Manager

Call to Order: Board President William Valero called the meeting to order at 10:33 a.m.

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

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

Minutes: Mr. Reynoso moved to approve the minutes of the April 18, 2026 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Discussion of Updating Bylaws and Board Officer Elections: Since the new management and Board has been in place, the Bylaws for the District need to be reviewed and updated. The Board agreed this should be a priority project for the 2026-2027 fiscal year. Ms. Barton will work on preparing a draft for Board review and County Counsel review to have finalized and approved by December. The updated bylaws will have designated election schedule for board positions, which the consensus was that probably has not existed in the past. In the meantime, the Board needs to appoint a new secretary. Ms. Perez said she would be willing to fill the roll until the election schedule is set. Mr. Valero called for a vote, and all board members approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the April 2026 financial report. A total revenue of $19,842.64 was deposited into the treasury account on May 7, 2026 for the April income. There were eight burials in April, five full casket, three cremation (one of which was a first in the columbarium niche). All three cremation were direct burials, two with family present. A total of two pre-need plots were sold, one full casket and one cremation. Expenses for April totaled $16,457.21, which included $1,178.21 to Lawrence Tractor for mower and Gator servicing and new tires on the Gator; $1,562.40 to Tulare County Jail Industries for the new signage (no u turns, and flower & memorial policy in English and Spanish); and reimbursements to Trilby Barton for $20 to Universal Tire Repair for putting the new front tire on the Gator rim, $65 to Amazon for Belen Gomez' recognition plaque, $173.59 to Amazon for the new timeclock, $247.11 to Amazon for printer ink and paper. Mr. Reynoso commented on the purchase of the new Stihl weedeater and shared

that the City gets their Stihl products through the County for a discount, and could be something to look into in the future. Ms. Barton will talk to the City Public Works about their process.

Ms. Barton also provided the reconciliation reports from Month 9 of the Treasury account and Endowment Fund account, along with reconciliation report for the Bank of Sierra account for April 2026. The reconciliation report reflected the deposit of the property tax income in the amount of $25,517.22 and a second deposit of $32.91.

The Board also discussed the remaining balance due to the City of Woodlake. Ms. Barton reported after the December 2025 payment, $15,002.81 is due on the loan, with the next payment of $2,400 due in June 2026, which will then drop the amount due to $12,751.60. Since $4,800 is budgeted to pay this fiscal year, we will stay within budget, and then in 2026-2027 consider budgeting to pay off the loan balance. Otherwise the loan won't be paid off until 2029 and will help us credit-wise to secure loans to purchase new equipment.

- **2026-2027 Fiscal Year Budget:** Ms. Barton noted that a draft budget will be ready for review at the June Board meeting. The Board will review and discuss, and then Ms. Barton will update the draft accordingly for board approval at the July meeting. It is due to the County by August 31, but Ms. Barton prefers to get it to them as soon as possible within the start of the new fiscal year.
- **Resolution for Budget Amendments:** Ms. Barton explained that two amendments are needed Budget Lines 6001 – Regular Salaries and Budget Line 7021 – Maintenance-Equipment. Funds are available in Budget Line 7432 – Appropriation to Contingencies to cover us through the end of the fiscal year. Mr. Reynoso made a motion to move $15,000 from Budget Line 7432 to Budget Line 6001, increasing Regular Salaries from $135,000 to $150,000. Mr. Valero seconded the motion. All board members voted to approve. Ms. Perez made a motion to move $5,000 from Budget Line 7432 to Budget Line 7021, increasing Maintenance-Equipment from $25,000 to $30,000. Ms. De La Rosa seconded the motion. All board members voted to approve.
- **Other Administrative Updates:** Ms. Barton reported that she has spoken with SDRMA about possibly getting a quote on moving the general liability insurance coverage to their company. She is waiting to hear back but would like to get a quote to see if the move is possible either this fiscal year or next.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew has been working diligently on keeping up with lawn maintenance. Growth will slow down when the heat hits, but we will be focused on getting the yard in top shape for the Memorial Day festivities. Once that is done, we'll start working on headstone installations and repairs, and still need to get the headstones reinstalled in the southwest corner where the new drainage was put in.
- **Seatrain Storage Project Update:** Ms. Barton noted that she didn't hear back from Borgas and has another call into them to get the order in for the roof materials.
- **Wall Replacement Project:** Ms. Barton reported that she will be reaching out to the contractor to meet and discuss the project and hopefully be able to negotiate a payment

plan like we've did with Fruit Growers for the irrigation project a couple of years ago. It is the next major project that we need to focus on and will be the priority for the 2026-2027 fiscal year.

Memorial Day 2026: The Memorial Day ceremony will be held at 9 a.m. on Monday, May 25. Volunteers will be coming on Saturday, May 23 at 8:30 a.m. to put out the crosses and flags at the veterans' graves, and then back on May 30 at 8:30 a.m. to pick up the crosses and flags. Ms. Barton will have the graves flagged so no one gets missed. Terry Thompson has agreed to be the guest speaker for the ceremony, and Ms. Barton is working on finalizing the other ceremony details but would like to reach out to Rachel Benson about singing the National Anthem since she did such a great job at the rodeo. Mr. Valero said he will reach out to her and also her dad, George Benson, about doing a flyover during the ceremony.

Closed Session: None

Board Comments & Additional Comments:

- Discussion was held about pruning along the West fence line. Discussion was also had about an improved camera security system. And discussion was held about looking at grant funding for our projects. Ms. Barton noted that we do need to have all of our audits completed before we can start applying for grant monies, but it will really be beneficial to look into when we get to road part of our project list. That is going to be the most expensive. The Board was in agreement.

Next Meeting – The next meeting will be held on Monday, June 8, 2026 at 10:30 a.m.

Meeting was adjourned at 11:45 a.m.

Signed: _____

Trisha Perez, Board Secretary