



Board Meeting Minutes

Monday, July 13, 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, Trisha Perez, Michael Marquez

Absent: None

Others Present: Trilby Barton, District Manager

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 Mike Marquez and seconded by Alex Reynoso. Agenda was approved.

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

Minutes: Gracie De La Rosa moved to approve the minutes of the June 8, 2026 Board Meeting, and Mr. Marquez seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the June 2026 financial report. A total revenue of \$29,421.20 was deposited into the treasury account on June 25, 2026 for the June income. She explained that she made the deposit early so it could be applied towards the income for the 2025-2026 fiscal year, which ended on June 30. There were six burials in June, five full casket and one cremation (with two ashes). A total of four pre-need plots were sold, all full casket. Expenses for June totaled \$35,743.49, which included the second \$2,400 payment to the City of Woodlake for the loan repayment plan, reimbursement to Trilby Barton for the Quickbooks subscription and supplies from Amazon, \$848.25 to Fruit Growers for the Weed N Feed spring order (the invoice was late), and \$4,334 for an order of 10 vaults from Christy Vaults on an invoice that wasn't sent in March plus another \$4,563 for the June order of vaults, along with \$4,113.60 to Borga Steel Buildings & Components for the roofing materials for the equipment project.

Ms. Barton also provided the Bank of Sierra account reconciliation report for the month of June, and reconciliation reports for the 785 General Fund and 786 Endowment Fund accounts from Month 11 of the 2025-2026 fiscal year.

Ms. Barton gave a report on the final numbers for the 2025-2026 fiscal year revenue and expenditures. Revenue for the fiscal year was budgeted at \$274,800, and our final revenue was \$311,582.15. Expenses for the fiscal year was budgeted at \$383,380 and

a total of \$317,470.14 was spent. Ms. Barton provided a summary of treasury deposits, which consisted of \$211,297.65 as direct income deposited into the 785 General Fund between burial fees, vault sales and miscellaneous revenues. Sales tax for the year totaled \$2,808.86, and \$31,200 was deposited into the 786 Endowment Fund. She also provided a payroll summary report for the fiscal year, which had a gross total of \$149,670.83.

2026-2027 Fiscal Year Budget: Ms. Barton provided the final budget for Board review, discussion and approval. Overall, expenses are budgeted to be \$393,800 in total for expenses, which includes a 3 percent cost of living adjustment for the three part-time groundskeepers. Total revenue is budgeted to be \$298,420 for the fiscal year. Ms. Barton acknowledged the expenses are more than the revenue, but that number doesn't include cash currently in the treasury fund, that is straight income. She also noted that she monitors the cash balance closely each month, and just because there is funds in the budget doesn't mean it gets spent. Mr. Marquez made a motion to approve the 2026-2027 budget, and Trisha Perez seconded. The Board voted unanimously to approve the fiscal year budget, and Ms. Barton will submit the budget to the County.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew has been working hard to keep up on the yard maintenance and irrigation. There are some hotspots that we've been troubleshooting, adjusting sprinklers, moving sprinklers, and some will have to wait until the Fall when we can aerate and apply the Fall round of seed and Weed N Feed. As weather permits, they're also working on repairing and installing headstones.
- **Seatrain Storage Project Update:** Ms. Barton reported the project is completed. The roof cover has been put up.
- **Wall Replacement Project:** Ms. Barton is going to start working on putting the pieces of this project together. The Board discussed getting quotes from a few contractors for the fence construction. Cruz' Welding, US Tower and Bradford Steel were suggested. Ms. Barton said she also wants to look into getting a boundary survey for the project area.

Dia de los Muertos 2026: A preliminary planning discussion was held regarding the 2026 Dia de los Muertos event. The Board discussed having the focal point of the event more in the center of the cemetery to incorporate both the North and South sections. Performers can perform down the center lane. Dia de los Muertos will be held on Sunday, November 1, on the actual holiday. It was also discussed about getting gift cards donated from businesses for the event this year as well.

Closed Session: None

Board Comments & Additional Comments:

- Mr. Marquez mentioned that we may be able to get a propane-ran vehicle donated from Monrovia. He also suggested talking to CSET about free labor when we are ready to do the preparation work for the Wall Replacement Project.
- Mr. Reynoso said he was going to look into ramps for the seatrains so we can park equipment in them and also get a pallet jack for when we have pallet deliveries.

Board Comments & Additional Comments:

- None

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

Meeting was adjourned at 11:30 a.m.

Signed: _____

Trisha Perez, Board Secretary

