



Board Meeting Minutes

Monday, September 14, 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, Trisha Perez, Michael Marquez

Absent: William Valero (excused)

Others Present: Trilby Barton, District Manager

Call to Order: Board Member Mike Marquez called the meeting to order at 10:37 a.m.

Approval of the Agenda: It was moved to approve the agenda by Gracie De La Rosa and seconded by Alex Reynoso. Agenda was approved.

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

Minutes: Mr. Reynoso moved to approve the minutes of the July 13, 2026 Board Meeting, and Ms. De La Rosa seconded. The minutes were approved.

Administration:

- **Financial Report:** Ms. Barton reviewed the July and August 2026 financial report. A total revenue of \$4,582.93 was deposited into the treasury account on August 5, 2026 for the July income. She explained it was a slow month income-wise, but every once in a while we have that occur, so it's not worrisome yet. There were two burials in July, one full casket and one cremation, and one cremation disinterment/reinterment. A total of one pre-need plot was sold, a cremation. Expenses for July totaled \$43,820.37, which included \$12,205.22 for our annual worker's compensation insurance coverage, \$13,859.02 for our annual general insurance coverage, and reimbursement to Trilby Barton for \$36 for a tire repair and \$38 for Quickbooks monthly subscription renewal.

August revenue of \$25,987.24 was deposited into the treasury on September 4, 2026. A total of four burials happened in August (two full casket and two cremation, one of which was in the columbarium). Four pre-needs were sold, all full casket. Expenses for August totaled \$13,446.24, which were the basic expenses. She noted payroll was down a bit because three of the employees have been in and out due to fire season.

Ms. Barton also provided the Bank of Sierra account reconciliation report for the month of August, and reconciliation reports for the 785 General Fund and 786 Endowment Fund accounts from Month 12 of the 2025-2026 fiscal year and Month 1 and 2 for the 2026-2027 Fiscal Year.

- **2026 Biennial Review of Conflict of Interest Code** – Ms. Barton provided the Board with the District's Conflict of Interest Code. She noted the only changes made was the name of the Board President, email address in the footer, and a typo on page 2. Once approved, the amended Conflict of Interest Code will be sent to the County Board Clerk. Trisha Perez made a motion to approve the amended 2026 Biennial Review of the Conflict of Interest Code, Mr. Marquez seconded. The amendment was approved.
- **Other Administrative Updates** – Ms. Barton shared she will be working on finishing the Employee Handbook and drafting bylaws for the Board to review in the next couple of months so they are finalized before the new calendar year.

Grounds Report:

- **Grounds Improvement Updates:** Ms. Barton reported the grounds crew has gotten behind on mowing and weedeating with the labor shortage of the summer, but are working to get caught up. The Board and Ms. Barton discussed the possibility to outsource landscaping so the grounds crew can focus on other cemetery projects like burials and headstone installations and repairs. Ms. Barton was directed to get quotes from commercial landscape companies. She'll work on getting three estimates for the Board to review.
- **Solar Lights in North Section:** Ms. Barton shared that a local business owner would like to donate the purchase and construction of solar lights in the North Section. The Board decided to revisit the discussion in November. We should have lights in other sections of the cemetery as well, and want to look at light designs that will go with the rural landscape.
- **Wall Replacement Project:** The Board discussed some design options. It was decided we should do 4x4 posts, especially along Naranjo. There was also discussion about incorporating brick into the design along Cypress since it's the main entrance. It would also be a good idea to pre-install hooks in the brick pillars for wreaths during the holidays, and solar lights in the top of the pillars. Ms. Barton is going to work on getting at least two additional quotes, and is currently working with Cruz Ta Welding on a quote now.

Dia de los Muertos 2026: Dia de los Muertos will be scheduled for Sunday, November 1 from 2 – 6 p.m. Ms. De La Rosa will provide the tables and chairs, and she has the marigold flowers being donated. Las Espuelas is confirmed, and Mr. Marquez will check on the mariachi. Ms. Barton will work on getting the flyer done and start promoting.

Closed Session: None

Board Comments & Additional Comments:

- Mr. Marquez suggested reaching out to the County to see if they have any dump trucks or other equipment that they can donate. Ms. Barton will talk to Supervisor Valero.

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

Meeting was adjourned at 12:01 p.m.

Signed: _____

Trisha Perez, Board Secretary