#  *Hilmar Cemetery District*

 **P.O. Box 309, Hilmar, Ca. 95324-0309**

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North Cemetery= 8710 Tegner Rd South Cemetery= 6340 Tegner Rd

**Meeting of the Board of Directors** **Minutes of August 15, 2023**  **/ Cemetery Office at 8710 Tegner Rd – North Hilmar Cemetery grounds.**

**Roll Call of Directors/Trustees :**Present= Pres.Darren Borrelli; 2nd VP Michele Livak; Director Leslie Machado; Director Taylor Nylund ; Absent= 1st VP Paul Danbom.

Also in attendance – Secretary Fatima S Rocha and Manager Christopher Freeberg – There were no other guests or public attendees. *.*

**Reading of Minutes of prior Meeting… dated July 18, 2023..** *Minutes were reviewed at length – and with no corrections,* ***Motion/ Michele Livak and S/ Leslie Machado to approve the Minutes as reported. Approved***

**1). Financial Report** - presented at the Meeting…Current Fiscal Year Financials –July 31, 2023/ *pdfs were forwarded to Trustees prior to the Board Meeting for preliminary review – Copies of Financials attached to Board packets.*

*In brief:****Operations Balance <88100-08120>: $ 929,613.42 ; Cemetery Endowment Fund:<08125> $261,389.12… Motion/ Taylor Nylund and Second/ Michele Livak to accept the Financial Report Approved***

**2). President Borrelli /** - 1). Committee Review submission(s) from INDEED job “ad’ for Manager position – *Additional Resumès received by the District – two were in the ‘direct’ Mail – and Board reviewed those at this meeting.* ***President Borrelli will head up the Committee consisting of Manager Freeberg and Director Leslie Machado;*** *due to conflict of Mr Borrelli’s schedule the following two weeks of August, he will notify Manager some Date Options to set appointments for interviewing the top Candidates…after the first Interviews for the Committee- then top two Candidates will be interviewed by the entire Board.*

🡪*Manager to contact County Counsel\* to provide clarifications & qualifications on each of the Candidates to guide the Board in this process .< prior to scheduling any Interviews>*

**3). UNFINISHED BUSINESS //**

(a)- **Payment of BILLS *=*** *Bills presented were reviewed –* ***Motion/ Leslie Machado and Second/ Michele Livak to approve the Bills for August and the anticipated expenses into September through the Sept 19 scheduled Board Meeting – Manager has approval for contracting needed repairs for the Backhoe-Tractor – and obtain proposal for Electric riding Mower through X-Mark Approved*** *…*

 (b)- District Trustees – Items to bring up to the Board by a Trustee/Director will be presented at this time… ***Reviewed email from ‘outside’ firm\*\* requesting SCO details of 2022 form filed with the State & County – and “requesting” Employee and Trustee NAMES to the respective line-items. Manager provided the information via email – discussion is Tabled to September as to whether our Fee is to be ‘waived’ (as requested by American Transparency)\*\****

 (c). Grounds Superintendent Report: < to be presented by Manager >

**North Cemetery** – (1). Groundsman – Report / (a).*Repair of the Electric Utility Vehicle (Tuatara UTV) verification that such is still under Warranty as the “drive-train” mechanism was replaced or repaired; advised by ZeroNOX that the ‘Starter Battery’ which is a 12 Volt is defective and not holding a charge – apparently this Battery is needed to run the diagnostics and “start” the BIG battery <Lithium> in order to run the machine!…*(b). *servicing and repair of Backhoe will take place this week by Dave Oliveira at TopGun Ag Service// no estimate of repair at this time.…(c). possibility that X-Mark Mowers may be able to obtain a trade-in of our OLD X-Mark Mower for an ALL Electric Mower within the SJVAirPollution Board guidelines for a Grant to pay the difference of TradeIn value and cost of New Electric Mower….should have full information by September Board Meeting.*

 *(d) Committee* report for contactor contacts // ***as regarding Electrical work at Shop or Office and Concrete work that is desired for South Cemetery headstone repairs and improvement//–*** tabled again into October or November Board meeting.

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Continued:

(e) Update – “No Dumping” Signs for NORTH Cemetery are completed – ***delayed installation due to ground is “like concrete” and even the backhoe could not crack through, so foreman will ‘soak’ each designated area until pliable to install posts.***

 ***(f) No update available of proposed vendors*** *for specific improvements* < ***this has now been tabled through NOVEMBER*** *> such as:* (1). , Readdressing recommendation to plan on North Cemetery parking lot and driveways to be resurfaced with slurry coat and new Parking stripes; for North Cemetery Buildings to be painted in same Color to provide a balanced and better continuity of landscape; and paint Tegner Road iron fencing < been over ten years and needs cleaner presentation.> and make additional refurbishing/painting of Office & public lavatory interiors and the like…

**South Cemetery-/** (1). Reintroduction by Manager: recommendation for Long Term proposal: (a) widen and resurface driveway\* and install two circular drives centered in the current undeveloped areas -set with CURBS then using packed gravel base and decomposed granite to complete the drive way areas,,, then redesign Lot layouts from those positions – such as: all developed Lots must have FLAT Headstones and one inground vase; specify Tree/Landscape locations and concentrate Cremation Lots closest to the Trees; Full Burial Lots on an East-West configuration; so further discussion to apply in 2024 and beyond. ***President Borrelli has assigned Committee of: Director Mrs Taylor Nylund and 2nd VP Michele Livak & Manager Freeberg to work up a formal Plan and Recommendations and present such at the NOVEMBER Board Meeting.***

 **4). NEW BUSINESS // Correspondence :(a) –** review request from “American Transparency” aka: California-openthebooks.com\*Ana Ghislandi\* <attachment to Board Members> ***See item 3(b) for full explanation – and further action as to FEE ($) the District may charge – if any- at the September Board Meeting*** ;

 ***5). Other discussions for the good of the District ;*** *extend Board review of potential Managerial Candidates < three potential as of this Meeting> and set up First Interviews by Sept 10 and plan for final two Candidates to be interviewed at the September Board meeting…*

 **6). Meeting adjournment***-* ***M/ L Machado with S/ T Nylund to adjourn*** *5:18pm PDT ---by President Darren Borrelli*

***Next Meeting:*** *September 19 Board Meeting Date – 4:00pm -*

***Christopher Freeberg*** Mngr / Hilmar Cemetery District

 <https://hilmarcemeterydistrict.org>

Enclosures --- if any = were presented at the meeting

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