# *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 May 16, 2023**   **at the North Cemetery grounds = 8710 Tegner Rd, Hilmar, Ca** / 4:18pm PDT President Borrelli opened the Meeting…

**Roll Call of Directors/Trustees …Present:**. *Pres Darren Borrelli;; 2nd VP Michele Livak; Director Leslie Machado ; <vacant seat>; via teleconference 1st VP***:** *Paul Danbom...Also in attendance was Fatima S Rocha, Secty and Christopher Freeberg, HCD Manager.; and Board nominee to fill the Vacant Seat Mrs Taylor Nylund.*

**Reading of Minutes of prior Meeting… dated April 18l 2023**

**M/** *Michele Livak* ***S/*** *P Danbom to approve the Minutes – no corrections.* ***APPROVED***

**1). Financial Report** - Current Fiscal Year Financials – through April 30, 2023 **Revenue: $180,740.91 Expenses: $123,974.33 ; Operating Cash Fund: $905,207.42 ; Endowment Care Fund: $255,072.47**

**M/*Michele Livak S/ Paul Danbom to accept the Financial Report APPROVED***

**2). President Borrelli /** - 1).. Welcomed Mrs Taylor Nylund who should receive notice by June from County Board of Supervisors to fill the vacant seat on the Board – paperwork was just submitted per Manager communication with Ms Stacy Cooley at the Supervisor’s office; also, Ms Cooley confirmed Michele Livak was accepted to serve again for the 2023-2027 Trustee term.;2). Noted final guidance of review for submitting to INDeed for a one week publication for Manager Position – starting about first week of June // President Borrelli is heading up any interviews and review with his committee once process formally begins. 3). Budget Committee assigned to review Manager’s proposed Budget for Fiscal 2023-2024 prior to the June 20 Board Meeting; (this includes recommendations for adjusting Cemetery Lot Fee schedule / Burial Fees / and respective services)

**3). UNFINISHED BUSINESS //**

(a)- **Payment of BILLS =**  *presented at the Meeting by Mngr Freeberg* …*see separate attachment….****M/ M Livak S/ L Machado to pay the Bills as noted on attached page***

(b)- District Trustees – Items to bring up to the Board was presented at this time… (1), Recommendation by Manager to continuing list of Names of future potential candidates for Trustee positions to minimize or avoid further Trustee vacancies. (***so Noted by Trustees present)***

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

**North Cemetery –**

(D). 1st VP Danbom was again, not able to coordinate timeline for Electrician/Contractor to provide North Cemetery SHOP building need for additional electric outlets and verify any additional needs;

(E) “No Dumping” signs being worked on by Freitas Sign Co…manager to coordinate installing them in visible postings throughout the North and South Cemeteries.// also Trustees request that “Direct Security” Signs be mounted on them to add a bit more reinforcement ;

(F). Long range planning review – tabled to September Board Meeting.

**South Cemetery-/** (1). TABLED- Discussion for replacing small Shed with a larger Storage Shelter = *1st VP Paul Danbom is continuing to head up obtaining bids – but will forward his contractor contacts to Manager for follow-up due to busy time for Trustee Danbom.*

***4). NEW BUSINESS:***

***(a).*** *President Borrelli presented Special District Contract with Merced County Auditor for his signature and Resolution by Board to have County Auditor continue to perform their services for Hilmar Cemetery District for three year term July 1, 2023-June 30, 2026.* ***M/ L Machado with S/ M Livak to continue a three year contract with Auditor office. Motion - APPROVED***

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**CONTINUED:**

*(b).****M/ by*** ***Director Machado******S/M Livak***  *to budget for ALL Trustees & General Manager to attend the March 2024 CAPC Conference to catch up on the changing industry due to State rules and regulations; District to reimburse or pay cost= including Travel / Registration Fee/ Lodging & meal per diem … ,* ***Motion =******APPROVED***

***(c ).*** *Manager reported on increased use of Fuel due to change in weather and more irrigating of lawns and trees – Joe Gomes & Sons, Inc delivered 150 gallons more; also, the Electric Utility Vehicle from ZeroNOX – “Tuatara” – may have gear problems or differential damage in the drive-train: Honda-Kawasaki of Modesto to pick it up to see what repairs are needed – and verify if anything is under Warranty – all depends if faulty Parts and Machinery problem or COSTS ?? Hopefully back to us and running by June*

***5). Other discussions for the good of the District ;*** to be placed on next meeting Agenda***….****Budget finalizing for 2023-2024 Fiscal Year ; and any interviews for Manager position.*

**6). Meeting adjournment***-* ***M/*** *L Machado and* ***S/*** *P Danbom to adjourn* ***-- 4:48 pm PDT*** *-- meeting closed -by President Darren Borrelli*

***Next Meeting Date: June 20, 2023 \* 4:00pm***

***Christopher Freeberg Darren Borrelli***

Mngr / Hilmar Cemetery District President of the Board

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