Hilmar Cemetery District

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

Meeting of the Board of Directors AGENDA of March 19, 2024 \* Location: 8710 Tegner Road – NORTH Cemetery Grounds.

Meeting called to order at 4:05pm by President Darren Borrelli

Roll Call of Directors/Trustees: Pres. Darren Borrelli; Director Leslie Machado; Director Taylor Nylund. Also in attendance: Manager Richard Rocha, Sec Fatima Rocha, and arriving late 2nd VP Michele Livak. Absent was Assistant Manager Christopher Freeberg.

Reading of Minutes of Prior Meeting… dated February 20, 2024– Reviewed – M/L. Machado M/S T. Nylund - **APPROVED**

1). Financial Report - was presented at the Meeting…Current Fiscal Year Financials – February 29, 2024 – Reviewed – M/T. Nylund M/S L. Machado - **APPROVED**

2). President Borrelli / - (1). Introduction of any Guests- if any - None; 2). Committee Review – Update on SOUTH Hilmar Cemetery Improvement Plan; 3). Vacancy on Board left by resignation of 1st VP Paul Danbom. Requested Board to consider possible candidates for review for board seat vacancy, taking into consideration participation requirements & absence rule. Will review at April meeting.

 3). UNFINISHED BUSINESS //

 (a)- Payment of BILLS = bills presented at the Meeting by Mgr. Rocha… Reviewed – M/T. Nylund M/S L. Machado – **APPROVED as submitted**

 (b)- District Trustees – Items to bring up to the Board by a Trustee/Director will be presented at this time… (see item 2 of Pres Borrelli review)

 (c). Grounds Superintendent Report: < to be presented by Manager >. Mgr. Rocha presented updates on Tree Trimming & removal, along with cleanup & seeding. Board reviewed the need for an additional Tree Trimming by Brewer Tree Service due to height of tree. Reviewed M/L. Machado M/S T. Nylund - **APPROVED**

North Cemetery – (1). Grounds man – Report / update on North Cemetery plan to level surfaces of numerous & various sunken gravesite areas to be reseeded after refreshing with topsoil & mulch + adding additional irrigation sprinklers to prevent future dry areas. 2). Reassessing timeline to slurry-coat North driveways and parking lots + re-striping – to be done within a couple of weeks.

South Cemetery-/ (1). The Board ‘Grounds Improvement’ Committee with Assistant Manager Freeberg to report onf their recommendations and proposed Budget for an updated Plan for South Cemetery <at the April 16, 2024, Board Meeting>. – Mgr. Rocha Reviewed possible Trees & Shrubbery for placement at South Cemetery in the beautification undertaking with the Board. Also reviewed plans for concrete changes, as well as community volunteers for some of the work needed.

 (d Update gopher eradication plan – Mgr. Rocha Reviewed the improvement of the gopher problem

 (e) Review and update District By-Laws if found in need; discuss and review Pres. Term/ allowed absences of Trustees. – Tabled by Pres. Borrelli

 (f). Board CALENDAR – scheduling of executive sessions; Committee assignments;

(g). grounds & driveways contractor scheduling to be extended.

(h). Purchase Order for approval and Delivery for Trees/Plants/Shrubs – for South Cemetery.; Reviewed and discussions will continue.

 (i). Shop area improvement(s) plan; Reviewed by Mgr. Rocha and improvements are still underway

 4). NEW BUSINESS // (a). Topping of tall cypress trees (reviewed in 3 c above; (b). Consideration of credit card service to enable credit card transactions: Presented by Mgr. Rocha talks with credit card company and moving forward with paperwork. (c) Mgr. Rocha had conversations with landowners adjacent to North cemetery for possibility of purchase of additional property for North Cemetery. The landowner is open to discussion, but cannot commit until 2025 due to probate laws.

 5). Other discussions for the good of the district; Items to discuss and place on April Board Meeting Agenda…. (a). Review of North Cemetery expansion opportunity(s) (see above)…C.U.P. consideration and discussion; (b). Budget review and assessment for first half of Fiscal Year – Reviewed and will be addressed at next board meeting.

 6). Meeting adjournment- 5:02pm by President Darren Borrelli

Richard Rocha Mgr. / Hilmar Cemetery District

Next Meeting: April 16, 2024 @ 4:00pm at North Cemetery office - \*\*

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