

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 February 20, 2024 * 4:00pm –

Meeting opened at: 4:10pm by President Darren Borrelli

Location: 8710 Tegner Rd –NORTH Hilmar Cemetery grounds.

Roll Call of Directors/Trustees: Pres Darren Borrelli; 2nd VP Michele Livak; Director Taylor Nylund; and Director Leslie Machado. Also in attendance was staff: Mgr. Richard Rocha, and Assist. Mgr. Christopher Freeberg and Secretary Fatima Rocha. Absent was 1st VP Paul Danbom

Minutes of Prior Meeting... dated January 31, 2024, were read and reviewed – M/M. Livak and M/S T. Nylund to approve the Minutes as presented – no corrections. Approved

1). Financial Report – M/T. Nylund M/S M. Livak to approve the Financial Reports submitted through January 16, 2024 – Approved

2). President Borrelli / - (1). No guests from the public attended 2). Committee Review – Update on SOUTH Hilmar Cemetery Improvement Plan; Bids received for improvement reviewed by board and agreed to obtain additional bids. 3). Impressions of Conference at San Luis Obispo on Feb 4-7, 2024. Conference attendees had positive feedback and agreed the conference was worth attending. Trustee Taylor Nylund is recommended to attend one of the CAPC semi-annual conferences.

3). UNFINISHED BUSINESS // (

a)- Payment of BILLS = Bills were presented at the Meeting by current Mgr. Rocha, that are Paid to date/and upcoming estimates through the March meeting. M/L. Machado and M/S M. Livak to approve bills as attached and those incurred through March 19th. Approved

(b)- District Trustees – Items to bring up to the Board by a Trustee/Director will be presented at this time... (See item 3 of Pres Borelli review)

(c). Grounds Superintendent Report: < to be presented by Manager >. Update on Electrical upgrade to shop and request of installation of plywood panels & 2x4's as reinforcement. Reinforcing plywood and 2x4's motion M/M. Livak M/S L. Machado – 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. Storm damage and repairs to headstones & tree removal. Community volunteers for cleanup are greatly appreciated. (Please visit our website for Public Notice “Thank You”)

South Cemetery- / (1). The Board ‘Grounds Improvement’ Committee with Assistant Manager Freeberg to report on their recommendations and proposed Budget for an updated Plan for South Cemetery.

(continued next page)

Awaiting additional bids for Sign and work related to, leveling for new curbs, gutters, fences, parking, and driveway.

(d) Update gopher eradication plan. Reviewed potential plan. Awaiting schedule of contractor for such services.

(e) Review and update District By-Laws if found in need; discuss and review Pres. Term/ allowed absences of Trustees. Reviewed by Pres. Darren Borrelli. Will review any questions, issues, and/or amendments with Directors and revisit at the next board meeting. Will specifically address absences at the next board meeting for a vote.

(f). Board CALENDAR – scheduling of executive sessions; Committee assignments; Will be listed on the March Agenda for further review.

(g). Grounds & driveways contractor scheduling to be extended into March for slurry coat and striping.

(h). Tabled Purchase Order for approval and Delivery for February – Trees/Plants/Shrubs – for South Cemetery.

(i). Shop area improvement(s) plan; Reviewed in 3) c. above

4). NEW BUSINESS // (a). Topping of tall cypress trees; Mgr. Rocha will pursue work by Vic's Tree Service to perform work with contingency that cost is approx. \$500 per tree, with at least 4 trees needing to be trimmed.

(b). Consideration of credit card service to enable credit card transactions. Mgr. Rocha to obtain clarification of fees and to move forward with capability in Cemetery office with scanner provided by credit card service agency. (c). Review Hilmar Cemetery District manager's employment classification/ compensation rate as full-time Manager. Mgr. Rocha performance evaluation to be reviewed with Pres. Darren Borrelli and Assist. Mgr. C. Freeberg. Full Time reassessment classification to be made as a salaried employee. M/L. Machado M/S.T. Nylund –to determine updated pay at performance evaluation. - Approved

5). Other discussions for the good of the district; Items to discuss and place on March Board Meeting Agenda....

(a). Review of North Cemetery expansion opportunity(s)...C.U.P. consideration and discussion;(on going query)

(b). Budget review and assessment for first half of Fiscal Year

6). Meeting adjournment- 6:00pm ---by President Darren Borrelli

Next Meeting: March 19, 2024 @ 4:00pm at North Cemetery office - **


Richard Rocha Mgr.


President Darren Borrelli