# *Hilmar Cemetery District*

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

(209)634-7655 email: [cjfmanager@hilmarcemeterydistrict.org](mailto:cjfmanager@hilmarcemeterydistrict.org)

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

**Meeting of the Board of Directors** **MINUTES of APRIL 18, 2023**   **at the North Cemetery grounds = 8710 Tegner Rd, Hilmar, Ca** / 4:04pm PDT President Borrelli opened the Meeting…and after Roll call of Trustees, introduced Supervisor Pareira and via conference call: Ms Tiffany Ho at the County of Merced to assist the Trustees in understanding upcoming WATER issues the State or County of Merced may be instituting + discuss possible need for filing a “Conditional Use Permit” by the Hilmar Cemetery District, and the like. Upon completion of these reviews, the President continued at 4:30pm with the Agenda from Reading of Prior Minutes, etc.

**Roll Call of Directors/Trustees …Present:**. *Pres Darren Borrelli; 1st VP***:** *Paul Danbom ; 2nd VP Michele Livak; Director Leslie Machado ; <vacant seat>;.Also in attendance was Fatima S Rocha, Secty and Christopher Freeberg, HCD Manager.; our Board of Supervisor Mr Lloyd Pareira – and via telecom Ms Tiffany Ho, Deputy Economic Development Director of Merced County.*

**Reading of Minutes of prior Meeting… dated March 21, 2023**

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

**1). Financial Report** - Current Fiscal Year Financials – through MARCH 31, 2023 **Revenue: $150,455.17 ; Expenses: $118,924.82 ; Operating Cash Fund: $879,971.19 ; Endowment Care Fund: $254,632.47**

**M/ *Leslie Machado S/ Michele Livak to accept the Financial Report APPROVED***

**2). President Borrelli /** - 1).. Welcomed Guest Supervisor Lloyd Pareira and Ms Tiffany Ho; 2). Update for Hilmar qualified Resident to fill vacated Seat on the Board *–- discussion of qualified residents ensued:* **M/ Paul Danbom S/ Michele Livak nominating Ms Taylor Nylund to fill the Vacant Seat on the Hilmar Cemetery District and to request County Board of Supervisors to extend the Trustee Term of Ms Michele Livak from March 1, 2023 to 2027** <Manager Freeberg to submit paperwork completed by Ms Livak direct to Clerk of Board of Supervisors ; and upon receiving completed and signed forms from Mrs Nylund, to promptly submit them to the Clerk and onto the Supervisors docket> ; 3). Discussion for a ‘search’ for hiring Manager replacement prior to Feb 29, 2024…President discussed the hiring Rules and reviewed the job Position and general duties of the Manager position so that all Trustees are fully aware of Duties required of such a management position for the Cemetery District. Goal is to consider respondents: complete vetting by end of September; – present employment offer upon acceptable qualifications & agreement of both parties– and to begin a 90 or 120 day Training process <dependent up skills and adaptability> by November 2023.; 4). North Cemetery “expansion” review is tabled indefinitely after Manager review of circumstances.

**3). UNFINISHED BUSINESS //**

(a)- **Payment of BILLS =**  *presented at the Meeting by Mngr Freeberg* …*see separate attachment….*

(b)- District Trustees – Items to bring up to the Board was presented at this time… (1), See Motion noted in President’s Executive Agenda items; (2). *CONFLICT OF INTEREST Form 700 are ONLINE at County of Merced website- Trustees have requirement to have them Filed with County of Merced – online.- and provide HCD Manager a copy for the District (hardcopy) filing…these were to be completed prior to April 1, so get them in!... hard copy made available to each Trustee to complete and submit, if not done ‘online’..*

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

**North Cemetery –**

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

*1 of 2*

**CONTINUED:**

(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. ;

(F). Long range planning review – tabled to May and June budget Meetings.

**South Cemetery-/** (1). Discussion for replacing small Shed with a larger Storage Shelter = *1st VP Paul Danbom is continuing to head up obtaining bids to see if there is a better option for South Cemetery…he is in charge of all building repair and construction update at North & South Cemeteries but the Contractors he has requested have not been available in his timeline so far.. (2).Mngr Freeberg advised J Baballe & Sons, Inc completed the weed spraying – this should take care of Weeds at S.C. – next work is to contract with a neighbor to Flail Mow the dry weeds so District riding mowers can clean up the 2 acres.*

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

***(a).*** *Director Machado and President Borrelli were to present the March 24-25 CAPC Conference materials for all Trustees – but Meeting time was 20 minutes past our scheduled time. Director Machado does encourage ALL Trustees to attend these Conferences to catch up on the changing industry due to State rules and regulations.*

***5). Other discussions for the good of the District ;*** to be placed on next meeting Agenda***….****Budget planning for 2023-2024 Fiscal Year; discuss need and consulting recommendations of grounds – plots - layout for possible expansion (Long Term Planning goals = example a Vendor called ‘PlotBox’ – or whether CemSite services are compatible with the District long term goals …).*

**6). Meeting adjournment***-* ***M/*** *L Machado and* ***S/*** *P Danbom to adjourn* ***-- 5:50 pm PDT*** *-- meeting closed -by President Darren Borrelli*

***Next Meeting Date: May 16, 2023 \* 4:00pm***

***Christopher Freeberg Darren Borrelli***

Mngr / Hilmar Cemetery District President of the Board

<https://hilmarcemeterydistrict.org>

2 of 2