# *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 February 21 2023**   **at the North Cemetery grounds = 8710 Tegner Rd, Hilmar, Ca** / 4:18pm PST President Borrelli opened the Meetin…

**Roll Call of Directors/Trustees …Present:**. *Pres Darren Borrelli; 2nd VP Michele Livak; Director Leslie Machado ; <vacant seat>;* **Absent:** *Paul Danbom .Also in attendance was Fatima S Rocha, Secty and Christopher Freeberg, HCD Manager.*

**Reading of Minutes of prior Meeting… dated January 17, 2023**

**M/** *Michele Livak* ***S/****Leslie Machado to approve the Minutes – no corrections.* ***APPROVED***

**1). Financial Report** - Current Fiscal Year Financials – through Jan 31, 2023 **Revenue: $112,661.53 ; Expenses: $98,924.40; Operating Cash Fund: $862,177.97 ; Endowment Care Fund: $250,903.24**

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

**2). President Borrelli /** - 1).. Continue of review for expansion options for North Cemetery…*Manager Freeberg updated attorney response –‘ nothing to report’* ; 2). Input by Board re: South Cemetery improvements for the remaining 2022-23 fiscal year and upcoming 2023-24 term; . *TABLED until Manager Freeberg obtains bids of shrubs and Trees to be considered and the respective costs;* 3). Manager recommendation(s) for Hilmar qualified Resident to fill vacated Seat on the Board *\*\*see below District Trustees <item (b)>* \*\*;and when to begin search for manager position/ current term ends 02-29-2024\* 4). Discussion for future recognitions of service…*TABLED to when full Board is available.*

**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), including finalist for filling vacated Board of Director/Trustee position for term ending 03-01-2026. …e.g.JVR - EM ;*= this discussion requested Manager to provide a formal list of qualified persons from Hilmar not a verbal naming of individuals – place on following March meeting Agenda;* (2). Appreciation by Trustees for 29 Years of guidance by Trustee Jeff Strom who ended his Service to the Board January 4th, 2023, kudos well done…*Manager recommended HCD letterhead to be signed by all Trustee/Directors on behalf of the District and from the Residents of Hilmar who have been served so well by Mr Strom (29 years) – to include sincere THANKS to Mr David Anderson (25 years) ; Mr Duane Matheron (27 years) and to Superintendent of Grounds Mr Dale O. Wickstrom (37 + years) ; (3) CONFLICT OF INTEREST Form 700 was handed out to Trustees and requirement to have them Filed with County of Merced – online.*

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

North Cemetery – (1). Groundsman – Report / *Manager*  *reported issues with Electric Utility vehicle (Tuatara) which was picked up and taken for REPAIRS – no update from service man as of the Meeting Feb 21.* / *2012 Ford F250 pickup is having issues =engine keeps ‘dying’ when coming to a STOP – even when shifting into neutral and running the engine at higher RPM when shifting back it ‘dies’……*

South Cemetery-/ (1). Discussion for replacing small Shed with a larger Storage Shelter…*Manager Freeberg requested consideration for obtaining and installing a large TuffShed or similar structure to house a riding mower with minimal fuel storage or tools, etc…*

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**CONTINUED: Old Business**

(d) Streamline Web-platform update: ‘*onboarding’ for HCD website compliance* was *successful and was ‘up-&-running Friday Feb 17….Board members easily clicked on-line and were shown the ease of maneuvering through the site. Manager will continue to add additional Content as is available for the Public Benefit.*

(e). Still awaiting Electrician bids for extending additional wall plugs/ circuit throughout the SHOP building – current outlets are inadequate for Shop servicing … *Chipponeri <the electrician> to get this done ‘soon’/// no word from Dias Concrete as to whether they will have any time to begin South Cemetery improvement project*. *Manager Freeberg to continue to urge the contractors to provide a timetable of when they can begin their respective work – otherwise Manager is requested to search for contractor(s) to begin as soon as possible…our timeline is April – May all projects needed to be started and completed.*

**4). NEW BUSINESS//**  Manager’s Report: (a). Request for consideration for two interior driveway steel-pipe ‘swing gates’ as a secondary backup should electric entry gates fail to close/ to curb the continuing problem of east side of North cemetery being a dumping ground for heavy trash and the like…// *this item is tabled and Board recommends FIRST to have Manager to have three (3) signs placed along the East Parking Lot stating “NO DUMPING” and a “VIDEO surveillance” NOTICE ;* (b*).****M/ by M Livak for*** ***approval*** *for President Darren Borrelli and Leslie Machado (new Trustee/Director) to attend the CAPC conference in Monterey in March – and HCD to pay for Registration Fees and* ***reimbursement of*** *Hotel expenses*. ***S/ L Machado Motion: APPROVED***

(c ). Requests coming in from vendors < see Long Term Planning memo below>

***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 for new Surveying of North Cemetery and consulting recommendations of grounds – plots - layout for possible expansion (Long Term Planning goals = example a Vendor called ‘PlotBox’…).*

**6). Meeting adjournment***- M/ M Livak and S/ L Machado to adjourn* ***-- 5:53pm PST*** *-- meeting closed -by President Darren Borrelli*

***Next Meeting Date: March 21, 2023 \* 4:00pm***

***Christopher Freeberg Darren Borrelli***

Mngr / Hilmar Cemetery District President of the Board

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