#  *Hilmar Cemetery District*

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

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

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

**Meeting of the Board of Directors** **Minutes of September 19, 2023**   **at 8710 Tegner Rd – North Hilmar Cemetery grounds.** *Meeting opened by 2nd VP Michele Livak at 4:36pmPDT*

**Roll Call of Directors/Trustees :** *2nd VP Michele Livak; Directors: Leslie Machado and Taylor Nylund – Excused: Pres Darren Borrelli due to employer duties + Paul Danbom due to almond harvest “in full swing”…. Also in attendance was Secrty Fatima S Rocha and Manager Christopher Freeberg. No one from the general public… .*

**Reading of Minutes of prior Meeting… dated August 15, 2023// *M/ L Machado S/ T Nylund to approve the Minutes with no corrections. APPROVED***

**1). Financial Report** - Current Fiscal Year Financials –Aug 31, 2023/ *Manager Freeberg reviewed the Financials to-date of the July 1, 2023-24 fiscal period. Also presented the Final Financial report for the 2022-2023 fiscal period.*

***M/ T Nylund S/ L Machado to accept the Financial Reports APPROVED***

**2). President Borrelli /** - ***\*these were tabled to the October Meeting due to Mr Borrelli unable to attend this Meeting***  1). Committee Review – interviews of respective Candidates for position of Manager; 2). Other considerations for discussions from President Borrelli : Review of District By-Laws and and update if needed; Discuss any new ‘format’ or design for District Letterhead so that all correspondence remains consistent; 3). Introduction of any Guests or the general Public who may be in attendance:

**3). UNFINISHED BUSINESS //**

(a)- **Payment of BILLS =** All BILLS and projected Expenses were presented at the Meeting by Mngr Freeberg … ***M/ L Machado S/ T Nylund to PAY the Bills and Invoices incurred through to the October Board Meeting … Motion: APPROVED***

 (b)- District Trustees – Items to bring up to the Board by a Trustee/Director will be presented at this time…California Assoc of Public Cemeteries October meeting(s) // *Meeting schedules were reviewed – Mngr Freeberg recommended that all Trustees consider attending an Annual Meeting of the Association, but for sure Director Nylund consider the Spring CAPC Regional Meeting – nothing finalized at this time, since the full Board was not present.*

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

**North Cemetery** – (1). Groundsman – Report / update on servicing and repair of Backhoe / *parts for rebuilding of the PTO pump have not been received*… (2), *recommendation by Grounds Foreman David Santos that District should purchase a PowerWasher and a portable Generator and put together a weekly schedule to clean calcium and iron and manganese from the headstones \**

*< that are in need>\** ***M/ L Machado S/ T Nylund to have the District purchase a proper PowerWasher with a Portable Generator …probably in the range of $3,000 estimate // Motion: APPROVED***

 (d) Committee report for contactor contacts – will be updated upon the hiring and training of the new manager… *Tabled to October Meeting…*

(e) Update – (1). , Readdress recommendation to plan on North Cemetery parking lot and driveways to be resurfaced with slurry coat and new Parking stripes;

***M/ T Nylund S/ L Machado to have Manager Freeberg to obtain bid from Cal-Coating for Slurry Coat North Cemetery driveways and parking lots & re-stripe and repair cracks and defects … preliminary estimate $16,630.00… APPROVED***

 *BOARD has Tabled the following:* North Cemetery Buildings be considered for painting in same Color to provide a balanced appearance and continuity of landscape viewing; paint 8710 Tegner Road entry gates & iron fencing < been over ten years and needs cleaner presentation.> and make additional refurbishing/painting of Office & public lavatory interiors and the like…

 Page 1 of 2

***Continued:***

**South Cemetery-/** (1). The Board ‘Grounds Improvement’ Committee with Manager Freeberg to report at the October & November Board Meetings of their recommendations and proposed Budget for an updated Plan for South Cemetery.

***Committee Members of Taylor Nylund and Michele Livak and Manager Freeberg discussed a number of options to improve the entry and the***

***“undeveloped” portion of the Land and will be scheduling the next Meeting the week of Sept 25th and have a full Report for the October 17 Board Meeting.***

***M/ T Nylund S/ L Machado to have Mngr Freeberg obtain Vieira Farm Services, LLC to eradicate or lessen the South Cemetery infestation of GOPHERS .. APPROVED***

 **4). NEW BUSINESS // *The Following was TABLED to October Meeting due to absence of a full Board participation….//*  (a).** Board CALENDAR – scheduling of management sessions; Committee assignments; CAPC professional improvement conferences; (b ). Review and update District By-Laws if found in need; discuss and review District Letterhead and design or re-format if needed; (c). grounds & driveways contractor scheduling.

 ***5). Other discussions for the good of the District ;*** *extend Board interviews of final two Managerial Candidates through September// final Interview(s) scheduled for Sept 20… and will recommend final decision-to-hire by October Board Meeting.*

 **6). Meeting adjournment***- M/ L Machado S/ T Nylund to adjourn: 5:31pm---*

*by 2nd VP Michele Livak*

***Next Meeting:*** *October 17 Board Meeting Date – 4:00pm -*

***Christopher Freeberg*** Mngr / Hilmar Cemetery District

 <https://hilmarcemeterydistrict.org>

Enclosures --- if any =

 Page 2 of 2