# Hilmar Cemetery District

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

**North Cemetery 8710 Tegner Rd,(209)634-7655 South Cemetery 6340 Tegner Rd**

**Website:** [**https://hilmarcemeterydistrict.org**](https://hilmarcemeterydistrict.org)

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## Meeting of the Board of Directors January 16,2024 / held at 8710 Tegner Rd - <Hilmar Cemetery >

## Meeting opened at : 4:06pm by President Darren Borrelli;

**Roll Call of Directors/Trustees:** *Pres Darren Borelli; 2nd VP Michele Livak; Director Taylor Nylund…also in attendance were staff:; incoming Manager 2024 Richard Rocha; and Manager Christopher Freeberg. Absent was 1st VP Paul Danbom and exused due to extenuating circumstances Director Leslie Machado.*

**MINUTES: From December 18,2023 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 / S M. Livak to approve the Financial Reports submitted through Dec 31, 2023 /* APPROVED**

**2). President Borrelli –** *1). No guests from the public attended; 2). Brief review of the South Cemetery Improvement Plan, explore raising current flat headstones by packing soil under – committee to meet in coming weeks, to present additional recommendations for the February 20, Board Meeting.; 3. Proposed contract for 2022-23 and 2023-24 audit was reviewed* ***M/M. Livak and M/S T. Nylund*** *to sign contract to engage Mr David Farnsworth, CPA and begin audit for 2022-23 and 2023-24 Fiscal Years on Oct.1 @ 10:00am* ***APPROVED***

***3). UNFINISHED Business:***

***(a). Payment of the Bills –*** *bills and projected expenses were found in order after Manager Freeberg reviewed with Board all that are Paid-to-date / and upcoming estimates through the February Board Meeting****. M –M Livak S/M T. Nylund to approve Bills*** *as attached and those incurred through February 20th.* ***Motion =***  ***APPROVED***

**(b). District Trustees-**

***1.*** *Conflict of interest matter from previous meeting was revisited by the trustees and determined that no conflict of interest existed.* ***M/M Livak and S/M T. Nylund. APPROVED***

***2.***  *Board reaffirmed that lack of attendance at Board meetings will result in removal from Board.*

***3.***  *Incoming Manager Richard Rocha installed as manager and Christopher Freeberg to remain on staff as Assistant manager for the rest of 2024.*

**(c). Grounds Superintendent Report:** *Manager Freeberg reported on North and South Cemetery – as submitted in Agenda notations. Trying to obtain bids from Contractors for services – such as Nursery bids; paving & parking lot striping;*

*For South Cemetery Improvement Project -new fencing for Front entry and gate and signage* **–** *discussion recommendations on contacting Chris Bettencourt for additional quote on fencing/ iron work; awaiting additional bids from BFC Ornamental Iron and Cal Coating.*

***( D ).*** *Board Calendar – Trustees approved CSDA professional training conference Feb 4-7, 2024 at San Luis Obispo,Ca..*

***M/M M.Livak and M/S T. Nylund. APPROVED*** *Manager and 3 trustees to attend; Hilmar Cemetery District to reimburse Trustees, who attend for Travel/ Meals/ Lodging and Registration costs.*

***M/M M.Livak and M/S T. Nylund. APPROVED***

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***4). NEW Business:*** *(a). Board wishes to proceed with Grounds – Buildings & Driveways contracts upon submission of appropriate Bids for the respective jobs.*

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***5).*** Other discussions – *President Borrelli requested various items not fully covered in today’s Meeting to be listed on the February Agenda for further review.*

*6). Meeting was called to adjourn by President Borrelli at 5:25pm PST –* *“Happy and Healthy New Year”!*

*NEXT Meeting: February 20, 2024.* At 4:00pm at 8710 Tegner Rd – North Cemetery Office.

Respectfully submitted:

***Richard Rocha*** ***Darren Borrelli***

*Manager* *President of the Board of Trustees*

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