

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, March 8, 2023**

1. Chairperson Bristow called the meeting to order at 9:00 a.m.

2. ROLL CALL:

Present: Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Larry Justus, Dennis Kilkenny and Viona Hague. Also, in attendance Manager/Board Clerk Sheila Carbahal and Grounds Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

Chair Bristow opened public comments, then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 CONSENT CALENDAR

a) Approval of February Regular Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve the regular meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of February Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Trustee Kilkenny asked for clarification on invoices from Holt, Pisanis and Bank of America. Manager Carbahal and Foreman Glide explained Holt's was a purchase for a bucket, Pisanis were batteries and the credit card was used to order business cards and repairs to the heater/AC. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all February claims approved totaling \$2996.45)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1654-1655 and the pre-signing of Burial Rights Certificates #1659-1660. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

d) Solano County Tax-Defaulted Property Sales – Chair Bristow called for a motion to acknowledge receipt of letter and Resolution No. 2023-23 from Solano County Treasurer-Tax Collector consenting to the sale. Trustee Justus made the motion to approve. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

e) PCA Visalia Training Seminar – Chair Bristow called for a motion to approve attendance at the PCA Visalia Training Seminar with hotel expense on employee. Trustee Kilkenny made the motion to approve, with a second from Trustee Justus. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: FEBRUARY, 2023

The claims listed below were reviewed and approved by an Authorized Signature:

FUND 6160

| <u>DATE</u> | <u>ACCOUNT</u> | <u>AMOUNT</u> | <u>VENDOR #</u> | <u>VENDOR NAME</u> |
|-------------|----------------|---------------|-----------------|-----------------------|
| 02/02 | 50-1020 | \$ 155.91 | 11515 | Wave |
| | 50-1110 | \$ 32.10 | 10246 | Alhambra |
| | 50-various | \$ 170.09 | 13041 | Pacific Ace Hardware |
| | 50-1260 | \$ 124.73 | 10821 | PG&E (Maint Bldg) |
| | 50-1260 | \$ 20.79 | 10821 | PG&E (Pump) |
| | 50-1260 | \$ 189.78 | 10821 | PG&E (Office) |
| 02/09 | 50-1210 | \$ 643.50 | 12530 | Holt of California |
| | 50-various | \$ 427.58 | 12361 | Pisani's Auto Parts |
| | 50-1040 | \$ 229.33 | 13369 | Waste Management |
| 02/16 | 50-1261 | \$ 82.15 | 13249 | City of Winters |
| | 21-0300 | \$ 162.00 | 12489 | Cache Creek Monuments |
| 02/23 | 50-various | \$ 550.07 | 10029 | Bank of America C/C |
| | 50-1112 | \$ 58.42 | 13063 | Caltronics/JJR Ent. |
| | 50-1152 | \$ 75.00 | 16780 | Streamline (January) |
| | 50-1152 | \$ 75.00 | 16780 | Streamline (February) |

Totals **\$2996.45**

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial, two in ground cremations and one niche burial. Mapping is continuing in Section #9. Leber Concrete reviewed worksite for cement pads and added work for bench pads and mow strips. The Manager submitted suggested cost for the new plots in the cement pad areas. Trustees discussed dates for May's planning meeting and agreed on May 16th. The Board members discussed a Memorial Day Service noting that our local Veterans of Foreign Affairs has disbanded, therefore the cemetery would be in charge. Foreman Glide reported the trench being dug for the water and electrical lines for the new well and pump. He added that new irrigation lines and sleeves for future lines were added in Section #11, mowing and weed eating is continuing when needed.

b) Current Budget – The budget was presented with County numbers through January and preliminary numbers for February. The manager stated the budget is on target at this point, but depending upon revenues received and once all cost for the well, pump, niches and cement pads are in will determine if a budget adjustment will be needed.

c) Correspondence – Manager received requested information from Adecco temporary labor services, information regarding Perpetual Care Adequacy was received from Hayden Burrus and circular letters from CalPERS regarding GASB 68.

d) Investment Report – The Investment Committee is scheduled to meet after April's Board meeting.

AGENDA ITEM NO. 6 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION ITEMS:

a) Well Update and Niche Update – It was reported the well, pump and electrical are in and installed. We are now waiting for the amp circuit breaker. The Niche company has not yet received the granite for the niches at this time.

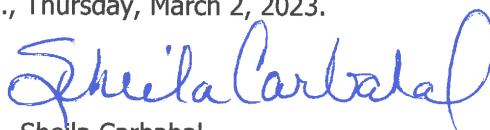
AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS – Chair Bristow stated he will start on the preparations for a possible Memorial Day Service.

AGENDA ITEM NO. 8 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. Trustee Justus made the motion to adjourn with a second by Trustee Kilkenny. With all ayes the motion carried, and the meeting adjourned at 9:51 a.m.

Revenues for the month of February 2023

| | | <u>Certificate # Receipt #</u> | |
|----------------------------------------------------|-------------|---------------------------------------|-------------|
| Toni Overhouse for David Overhouse | Burial | \$3450.75 | #4399 |
| Michael Carvalho for Antonio M. Lizarraga-Carvalho | Plot/Burial | \$2564.50 | #1654 #4400 |
| Christina Banuelos | Plots | <u>\$4200.00</u> | #1655 #4401 |
| TOTALS | | \$10215.25 | |

Under penalty of perjury, I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District's office front door by 12:30 p.m., Thursday, March 2, 2023.


 Sheila Carbahal
 Manager/Board Clerk

Harry L. Hunter
Tiana Hogue
Julie Boyd
John G. Tison
John E. King

Board of Trustees

4/12/2023
Date