

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, October 12, 2022**

1. Chairperson Bristow called the meeting to order.

2. ROLL CALL:

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

Absent: Vice-chair Timothy Bozarth

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the agenda. Trustee Justus seconded the motion. 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 September Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny 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 September Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Hague seconded the motion. Trustee Justus asked what the Pisani's Service claim was. The Manager responded tires were purchased for the equipment. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all September claims approved totaling \$4784.12)

c) Approval of Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificate #1643. Trustee Kilkenny seconded the motion. Manager Carbahal added the Burial Right Certificate #1643 was previously acknowledged in September as the customers' original check bounced the Board needed to approve again. With no further discussion the motion carried with all ayes.

d) Dia de los Muertos Event – Chair Bristow informed the Board the Hispanic Committee contacted him to cancel the event. Trustee Justus made the motion to acknowledge the cancellation with a second from Trustee Hague. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had one casket burial, two cremation burials and a cremation re-interment from Davis Cemetery. Computer mapping is ongoing, the auditors are still requesting documents for FY 2022. The Grounds Foreman report stated the grounds crew is continuing to shave high and uneven graves and work the grounds in Section 8 & 9. Purchased compost and grass seed for those areas that will need re-seeding once we have water again.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: SEPTEMBER, 2022

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>
09/08	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 153.30	11515	Wave
	50-1261	\$ 109.38	13249	City of Winters
	50-1152	\$ 432.80	11507	Legacy Mark LLC
	21-0300	\$ 250.00	XXXX	Brenda Jackson (Reimb)
09/15	50-1040	\$ 217.91	13369	Waste Management
	50-1070	\$ 671.47	13460	Pisani's Service
	50-1070	\$ 3.96	12361	Pisani's Auto Parts
	50-various	\$ 437.95	10029	Bank of America C/C
09/22	50-1190	\$ 195.20	10609	DeLage Landen Financial
09/28	50-1260	\$ 91.04	10821	PG&E (Maint Bldg)
	50-1260	\$ 24.64	10821	PG&E (Pump)
	50-2080	\$ 23.68	10609	DeLage Landen (Prop tax)
	21-0300	\$ 250.00	XXXX	William I. Ramos (Reimb)
	50-1110	\$ 42.48	10246	Alhambra
	50-1252	\$ 1596.74	13019	Ramos Oil Company
	50-1260	\$ 208.57	10821	PG&E (Office)
Totals		\$ 4784.12		

b) Current Budget – The Manager presented budget numbers for July and August with preliminary numbers for September. She commented we're still waiting to see what the Property Tax Revenues will be once County reports the numbers.

c) Correspondence – Manager Carbahal stated official notification was received that Attorney Robert Hunt has officially retired from both Cemetery organizations CAPC and PCA. Minimum wage information for 2023 was received and the Notice for Cemetery closure during well construction was published in the local newspaper.

d) Investment Report – The Investment committee will meet after the October meeting.

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

a) Well Update and Niche Update – Chair Bristow asked for an update on the well and if a motion will be needed. Manager Carbahal commented that the schedule for drilling begins October 17th, there have been added cost with the increase in materials and equipment needed since the original contract was signed August 2021. She added there might be additional charges based upon what the drillers encounter when drilling or if they need to find good aquifers during the test hole. Trustee Kilkenny made the motion to accept the cost increase with a second from Trustee Justus. With no further discussion the motion carried with all ayes. The Niche design and cost was received from Cemeteries 101. Chair Bristow called for a motion to accept. Trustee Kilkenny made the motion to approve the purchase of 144 niches. Manager Carbahal added the foundation cost will need to be discussed at a special meeting next week once prices have been submitted for the concrete work. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS – Chair Bristow questioned whether both small and large flags will be placed out for Veterans Day. Manager Carbahal answered, just the large flags will be placed and the Cemetery staff will be off that day.

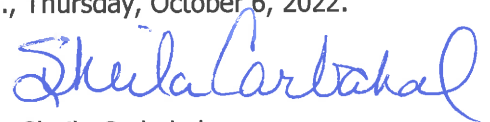
AGENDA ITEM NO. 8 – ADJOURNMENT

Trustee Kilkenny made the motion to adjourn. It was seconded by Trustee Justus. With all ayes the motion carried and the meeting adjourned at 10:00 a.m.

Revenues for the month of September 2022

		<u>Certificate #</u>	<u>Receipt #</u>
Victor Vega/Jose A Vega (Bad check) Plot/Burial	VOID		#4377
Raymond Lopez for Timothy Lopez Burial	\$ 714.50		#4378
Victor Vega/Jose A Vega (Replacement check)	\$3458.00	#1643	#4379
David Bonillo for Augustine R. Bonillo Burial	<u>\$1264.50</u>		#4380
TOTALS	\$5437.00		

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, October 6, 2022.



Sheila Carbahal
Manager/Board Clerk

Dec 25
Tim Hague
Justin Beall
Larry W. Justice
J. G. P. n
Board of Trustees
11/9/2022
Date