

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, May 12, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, May 12, 2021, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

Chair Bristow called the meeting to order noting all Board members in attendance.

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

**Absent:**

**AGENDA ITEM NO. 2 Action Item – Approval of Agenda**

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

**AGENDA ITEM NO. 3 Public Comments**

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

**AGENDA ITEM NO. 4 - ACTION ITEMS**

**a) Approval of April Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Justus made the motion to approve the minutes as submitted. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of April Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Vice-chair Bozarth asked what the claim from CDTFA was for and Trustee Hague questioned the Lemuria claim. Manager Carbahal replied one was California sales tax the other was for added trees. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all April claims approved totaling \$5504.45)

**c) Burial 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 Certificates #1596-1597. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 5 - DISCUSSION ITEMS**

**a) Manager's and Ground's Foreman Report** – Manager Carbahal reported the following. Staff had two full burials and one ground cremation burial. The abandoned plots court request has been posted at required areas and in the Winters Express newspaper. Sections 6 & 7 burials have all been written up and ready for computer mapping. Section 2 will follow. She reported a public complaint regarding the dry grass throughout the grounds. Our County representative who processes our claims and deposits is leaving and we will be assigned another representative later. Flag placement on Veterans graves will be placed and the large flags also. The annual planning meeting is scheduled for May 18<sup>th</sup>. Foreman Glide reported spraying Turflon around headstones, repaired a main water leak in Section #2 and installed a shutoff valve. They

## WINTERS CEMETERY DISTRICT CLAIMS

### Claims submitted during the Month of: **APRIL, 2021**

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

#### FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
04/02	50-various	\$ 244.08	15354	Suisun Valley Fruit
	50-various	\$ 51.29	12361	Pisani's Auto Parts
	50-1071	\$ 37.52	13041	Pacific Ace Hardware
	50-1110	\$ 27.25	10246	Alhambra
	50-1260	\$ 87.91	10821	PG&E (Office)
	50-1152	\$ 75.00	16780	Streamline
04/08	21-0015	\$ 455.00	9506	Calif. Dept of Tax & Fee
	50-1261	\$ 82.15	13249	City of Winters
04/15	50-1070	\$ 282.56	13460	Pisani's Service
	50-1040	\$ 204.05	13369	Waste Management
	21-0300	\$ 250.00	XXXX	Lynn Laukkanen (Reimb)
04/22	50-various	\$ 271.91	10029	Bank of America C/C
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	21-0300	\$ 250.00	XXXX	Maria Bernal (Reimb)
04/29	21-0300	\$ 250.00	XXXX	Ronald Gonnella (Reimb)
	50-1071	\$ 954.96	10868	Horizon
	50-1070	\$ 74.66	12322	JB's Power Equipment
	50-1070	\$ 55.08	10841	Valley Truck & Tractor
	50-1071	\$ 806.31	15614	Lemuria Nursery
	50-1071	\$ 51.45	13041	Pacific Ace Hardware
	50-1260	\$ 377.58	10821	PG&E (Pump)
50-1260	\$ 80.56	10821	PG&E (Maint)	
	50-various	\$ <u>395.01</u>	15354	Suisun Valley Fruit
<b>Totals</b>		<b>\$5504.45</b>		

replaced Photinia shrubs behind the maintenance building and planted 10 trees in various locations around the cemetery.

**b) Budget** – The County’s general ledger report for March was received with Manager Carbahal adding the cemetery’s April numbers. She stated revenues at this time exceed operating expenses by \$155,000.00 but two months of expenses will reduce that amount.

**c) Correspondence** – The following was received. The first run Notice of our abandoned plot request was received. PCA notifications regarding retirements of managers and upcoming seminars was received. We were notified by CSDA that AB339 has had specific mandates relating to Special Districts removed from the bill requiring Special Districts to provide public participation access with phone, online connection and two-way video and audio for all meetings. We also received sponsorship information from the Wreath Project for Remember a Vet. Trustee Justus commented that he likes the idea of the large wreath placed at the flag pole during December.

**d) Investment Reports** – The Investment Committee reported the following for March 31, 2021. The Endowment Principal account with Stifel is \$267,501.46 and the Endowment Interest is \$104,213.87.

**e) Board Comments and Future Agenda Items** – Board members requested planning meeting have a quick review of last year’s wish list. Chair Bristow requested new management be a discussion item each month.

**Revenues for the month of April 2021**

		<b>Certificate # Receipt #</b>	
Polita Gonzales for Avilia Carrasco	Burial	\$1700.75	#4296
Allison Lafferty for Karen Lafferty	Burial	\$2464.50	#4297
Maria Bernal	Plots	\$2400.00	#1596 #4298
Cassie Carter for Charlotte Carter	Burial	\$1264.50	#4299
Joseph & Wendy Lopez	Plot	\$1200.00	#1597 #4300
Total		\$9029.75	

The meeting was adjourned at 10:05 a.m.

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 4:00 p.m., Thursday, May 6, 2021.

*Sheila Carbahal*

Sheila Carbahal  
Manager/Board Clerk

*Smalley Coyote*  
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*Don T. Bury*  
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*Viona Hague*  
\_\_\_\_\_  
*Harry W. Justus*  
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Board of Trustees

*6/9/2021*  
\_\_\_\_\_  
Date