

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, May 11, 2022**

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 Dennis Kilkenny, Viona Hague. Also attending Manager/Board Clerk Sheila Carbahal and Foreman Nick Glide.

Absent: Trustee Larry Justus

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. Vice-chair Bozarth 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 April 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 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. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all April claims approved totaling \$6596.92)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, approve the sale of Burial Rights Certificates #1629-1630 and approve the pre-signing of Burial Rights Certificates #1634-1635. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Nigro & Nigro, PC Audit Engagement Letter – Chair Bristow called for a motion. Trustee Kilkenny made the motion to accept and sign the engagement letter from Nigro & Nigro for the upcoming audit of fiscal year 2021-2022. It was seconded by Trustee Bozarth and with no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager's and Ground's Foreman Report – Manager Carbahal reported on the following of burials, mapping, status of certified title on the modular office. The special planning meeting will be held on May 17th and the return of abandoned plots to cemetery ownership should be received by June 8th. Cordeiro Vaults were consulted for Niche information with minimal feedback. Email was sent to Eaton Drilling for update on future date for well drilling with no response received. Foreman Glide presented a verbal report. He gave the status of the grounds on mowing, weed eating and spraying for weeds and hand watering the trees.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: APRIL, 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>
04/07	50-1152	\$ 75.00	16780	Streamline
	50-1261	\$ 101.60	13249	City of Winters
	50-1070	\$ 302.14	15354	Suisun Valley Fruit Grws
	50-1070	\$ 277.10	13460	Pisani's Service
	21-0015	\$ 426.00	9506	Calif. Dept. Tax & Fee
04/15	50-1040	\$ 210.56	13369	Waste Management
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-various	\$ 2704.26	10029	Bank of America C/C
04/22	50-1205	\$ 25.00	12451	Public Cemetery Alliance
	50-1252	\$ 1558.18	13019	Ramos Oil Company
	50-1249	\$ 330.00	12489	Cache Creek Monuments
04/28	50-1250	\$ 157.95	13634	Joseph Bristow (Mileage)
	50-1110	\$ 49.52	10246	Alhambra
	50-1260	\$ 12.06	10821	PG&E (Pump)
	50-1260	\$ 81.70	10821	PG&E (Maint. Bldg)
	50-1260	\$ 90.65	10821	PG&E (Office)

Totals **\$ 6596.92**

b) Current Budget – The budget was presented with County numbers through March and preliminary numbers through April. More revenues are expected which will increase the current fund balance which is now at \$139,400.

c) Correspondence – The following was received. The FPPC biennial notice questionnaire for any changes to the Conflict of Interest Code, CalPERS notice for upcoming education seminars, Lafco Board meeting notice and YCPARMIA requesting worker’s comp information.

d) Investment Report – The Investment Committee will meet today after the regular meeting.

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

a) PCA Seminar – Prevailing Wage Projects – Chair Bristow attended the PCA seminar held in Cottowood, April 27th. Topics covered were District consolidations, Brown Act and DIR Project requirements. Chair Bristow stated the speaker stressed the need to adhere to district policy related to bidding, contracting and prevailing wages.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow reminded the members of the Special Planning meeting on Tuesday, May 17th.

AGENDA ITEM NO. 8 – ADJOURNMENT


Trustee Kilkenny made the motion to adjourn. Vice-chair Bozarth seconded the motion. With all eyes the motion carried and the meeting adjourned at 9:55 a.m.

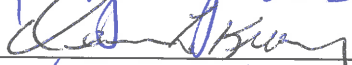
Revenues for the month of April 2022


		<u>Certificate # Receipt #</u>	
Carmen Knabke/William Knabke	Plot/Burial	\$1964.50	#1629 #4355
Joyce Rodriguez Tejada	Niche	<u>\$ 921.45</u>	#1630 #4356
TOTALS		\$2885.95	


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, May 5, 2022.



 Sheila Carbahal
 Manager/Board Clerk











 Board of Trustees
 6/8/2022

 Date