

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
Wednesday, May 31, 2023**

1. CALL TO ORDER: Chair Bristow called the meeting to order at 9:00 a.m

Present: Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Larry Justus and Viona Hague. Also attending Board Clerk/Manager Sheila Carbahal, Foreman Nick Glide and Ground man Artemio Franco.

Absent: Trustee Dennis Kilkenny

2. ACTION ITEM: Approval of Agenda

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

3. PUBLIC COMMENTS: Chair Bristow opened and closed public comments seeing no other public in attendance.

4. DISCUSSION AND OR ACTION ITEMS:

a) Approve Resolution #2023-01 Amending Bylaws – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve Resolution #2023-01 amending Bylaws to increase Trustees salary from \$40 per meeting to \$60 per meeting not to exceed \$120 in any given month. It was seconded by Trustee Hague. With no further discussion the Board Clerk took a roll call vote. Chair Bristow aye, Vice-chair Bozarth aye, Trustee Justus aye, Trustee Hague aye. The resolution passed.

b) Approve Resolution #2023-02 Budget Adjustment – Chair Bristow called for a motion. Trustee Hague made the motion to approve Resolution #2023-02. It was seconded by Trustee Justus. Chair Bristow asked if there were any questions or comments. Manager Carbahal commented that the adjustment was required by the County in order to adjust the Fixed Asset account because it had exceeded what was previously budgeted. Cost increases were caused by delays with the new well and pump. We also installed the cement pads for upright headstones and new Niches. With no further discussion the Board Clerk took a roll call vote. Chair Bristow aye, Vice-chair Bozarth aye, Trustee Justus aye and Trustee Hague aye. The resolution passed.

c) Approve County Requested Documents for FYE - Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the County document Authorization Form with Manager Sheila Carbahal and Foreman Nick Glide's names and signatures, the County document with District Officials and other Information and naming Sheila Carbahal as the individual who can answer budget questions from the County. It was seconded by Trustee Hague and with no further discussion the motion passed with all ayes.

d) Review Current 2022-2023 and Pre-Budget Planning for Fiscal Year End 2023 2024 – Chair Bristow turned the next item over to Manager Carbahal. The current budget was presented with preliminary numbers through the fiscal year end. She stated small equipment previously approved for purchase was ordered, and the budget is progressing with revenues higher, although Fixed Asset accounts was over budget and has been corrected with the budget adjustment approved. The five following categories were reviewed and discussed. The year in review with projects completed. The finances reviewed showed a comparison with the current year versus the last five years and the funds from Pass-Through. The burial counts and remaining plots for sale. The equipment purchased and all the major improvements. Future planning for the current year, a two-year plan and the five-year plan was presented. The preliminary budget for the fiscal year 2023-2024 was presented. Trustees asked questions and

agreed that next fiscal year's budget appeared sound, also noting that a project for needed future road improvements will be reviewed at a later date. Trustees discussed using fencing and bollards to protect the surrounding areas of the new pump and the existing tank building. They recommended the Manager research various options.


e) Board Comments – Chair Bristow stated the next regular meeting is June 14th. Foreman Nick Glide asked if Eaton still has the old pump.

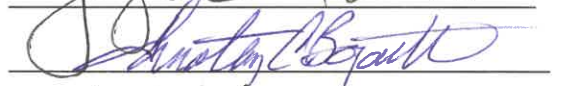
f) Adjournment – Chair Bristow called for a motion to adjourn. Vice-chair Bozarth made the motion to adjourn, with a second from Trustee Hague. With no further discussion the motion passed with all ayes and the meeting adjourned at 10:25 a.m.


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 12:30 p.m., Thursday, May 25, 2023.





Sheila Carbahal
Manager/Board Clerk











Board of Trustees

6/14/2023
Date