

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, August 9, 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 Board Clerk/Manager Sheila Carbahal and Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 4 PUBLIC COMMENTS - Chair Bristow opened and then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of July Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve July's regular meeting minutes as submitted. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of July Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all July claims approved totaling \$40,752.41)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Hague made the motion to acknowledge the revenues received the sale of Burial Right Certificates #1665-1668 and the pre-signing of Burial Rights Certificates #1671-1675. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

d) Attendance at CAPC October's Education Seminar – Chair Bristow called for a motion. Trustee Kilkenny made the motion for Board members or staff to attend the conference. It was seconded by Vice-chair Bozarth. Chair Bristow and Trustee Hague stated they were interested in attending. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial and two cremation burials. A family wishes to disinter a family member from the Niche and will request return of funds paid. Interest and sales for the new cement pad area and the new Niches have begun. The auditor requested and received all documents to begin the process of the audit for fiscal year ending June 30, 2023. Additions and corrections will soon be forwarded to Legacy Mark, our mapping company, to update. Foreman Glide reported the following. The western slope was cleaned, working on bad patch areas in Sections 8 and 9, changed irrigation nozzles to improve volume and reach. A grave that occurred in the 1980's collapsed in Section 2 and was refilled. Mowing and weed eating is ongoing.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JULY, 2023

Claims processed under \$5000 limit sent to County INFOR System with Authorized Signature for County approval and payment. Claims over \$5000 requires both Authorized Signature and Board Member Signature prior to sending to County INFOR System for approval and payment. Board member will review and acknowledge claims issued weekly.

FUND 7025

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
07/21	510221	\$ 86.04	13249	City of Winters
	510040	\$ 233.46	13369	Waste Management
	510252	\$ 84.00	16780	Streamline
	510071	\$ 86.51	15354	Suisun Valley Fruit
	501100	\$25910.00	11146	CalPERS (UAL)
	510070	\$ 35.00	22213	Pisani's Service
	510288	\$ 424.20	12489	Cache Creek Monuments
	206070	\$ 268.00	9506	California Dept. Tax & Fee
	51-various	\$ 735.44	10029	Bank of America C/C
07/24	501180	\$ 5000.00	10941	YCPARMIA - WC
	510052	\$ 1657.00	10941	YCPARMIA - PM
	510051	\$ 5000.00	10941	YCPARMIA - GA
	510130	\$ 880.00	14668	Polyguard & Company
	510220	\$ 90.00	10821	PG&E (Maint)
07/25	510220	\$ 262.76	10821	PG&E (Office)

Totals **\$40752.41**

b) Current Budget – The budget was presented with preliminary numbers for the month of July. Manager Carbahal stated she has no idea how the County reports will look once the new INFOR system has closed Fiscal Year Ended June 30, 2023.

c) Correspondence – Received email from CalPERS stating an investment return of 5.8% and the actuarial valuations should be available September. Received a letter via certified mail from Attorneys Aiman-Smith & Marcy, stating a suit was filed for Civil Rights discrimination against CalPERS and all members belonging to the CalPERS Retirement System including the Winters Cemetery District.

d) Investment Report – The Investment Committee presented June 30th quarterly reports noting the valuations of both the Endowment Principal and Endowment Interest accounts.

AGENDA ITEM NO. 7 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION ITEMS

a) Resolution #2023-03 Health & Safety Code 9069(a-i), Reclaiming Abandoned Plots – Chair Bristow asked Manager Carbahal to explain. Manager Carbahal explained the procedures of using the County Counsel on our behalf to solicit the Superior Court in order to reclaim abandoned plots that have had no burials for at least fifty years. Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the resolution. Vice-chair Bozarth seconded the motion. Trustee Kilkenny suggested we should consider a policy if a descendant family member contacts the cemetery and can claim proof of their rights to plots once the Superior Court had transferred ownership back to the cemetery. If their claim is legitimate then we should allow those plots to remain with that family. With no further discussion the motion carried with all ayes.

b) Paving Roads – This item was requested to be placed on the agenda. Manager Carbahal recommended this project be delayed for a few months.

AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Trustee Kilkenny suggested staff research cost for a new or used pickup with an added hitch and rack.

AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Trustee Kilkenny with a second from Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:50 a.m.

Revenues for the month of July 2023

			<u>Certificate # Receipt #</u>	
Maria and Ana Gonzalez	Plot	\$1400.00	#1665	#4423
Terry Smaystrla/Barbara Smaystrla	Burial	\$ 350.00		#4424
Beth McClain for Argelia C. Reyes	Burial	\$ 714.50		#4425
Catalina & James McCormick	Plots	\$3650.00	#1666	#4426
Manuel Jaurequi	Plot	\$1825.00	#1667	#4427
Isabel Kusumoto for Mary Campos	Burial	\$2158.00		#4428
Irma Jimenez-Perez for Francisca Mendoza-Garcia	Burial	\$1314.50		#4429
Marco Martinez for Yolanda Martinez	Plots/Burial	<u>\$4533.00</u>	#1668	#4430
TOTALS		\$15945.00		

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., Friday, August 4, 2023.

Sheila Carbahal

Sheila Carbahal
Manager/Board Clerk

J. G. B. n
Thomas Hague
Justin Boyd
John L. Bury

Board of Trustees

9/13/2023
Date