

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, November 8, 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 Grounds 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 to approve. It was seconded by Trustee Hague. 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 October Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Justus made the motion to approve Octobers' regular meeting minutes as submitted. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of October Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Justus seconded the motion. Trustee Hague questioned the numerous Pacific Ace Hardware claims. Manager Carbahal stated the County INFOR system requires each invoice be submitted separately. Vice-chair Bozarth questioned the CDTFA claim. Manager Carbahal stated it's the amount of sales tax charged and collected from the customer and then we submit that to the State of California. With no further discussion the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all October claims approved totaling \$5935.64)

**c) Approval of Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1675-1679 and the pre-signing of Burial Rights Certificates #1683-1685. Vice-chair Bozarth seconded the motion and with no further discussion the motion carried with all ayes.

**d) Approve Attendance at CAPC San Diego Conference** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the Board or staff attendance to the conference. It was seconded by Trustee Justus. Manager Carbahal asked for the names of those wishing to attend. This item was tabled until next month for those to decide on their attendance at the conference.

**AGENDA ITEM NO. 6 – INFORMATION ITEMS**

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had three full burials, two in ground cremation burials and one niche burial. The website was updated for compliance and transparency review by Lafco. A zoom call with the Yolo

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: OCTOBER, 2023**

Claims processed under \$5000 limit sent to County INFOR System with Authorized Signature for County warrant payment. Claims over \$5000 requires both Authorized Signature and Board Member Signature prior to sending to County INFOR System for warrant payment.

**FUND 7025**

<b><u>DATE</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR #</u></b>	<b><u>VENDOR NAME</u></b>
10/03	510110	\$ 61.38	10246	Alhambra
	510252	\$ 84.00	16780	Streamline
	510071	\$ 703.36	10868	Horizon
	206070	\$ 323.00	16949	Calif. Dept. of Tax & Fee
10/04	510020	\$ 156.75	11515	Wave
10/10	510221	\$ 132.72	13249	City of Winters
	510071	\$ 39.41	13041	Pacific Ace Hardware
	510170	\$ 260.62	10609	DeLage Landen Financial
10/12	510190	\$ 24.22	13041	Pacific Ace Hardware
	510040	\$ 233.46	13369	Waste Management
	510070	\$ 250.19	12322	JB's Power Equipment
10/18	510090	\$ 1879.00	10312	CSDA Member Services
	51-various	\$ 133.98	15354	Suisun Valley Fruit
	51-various	\$ 630.33	10029	Bank of America C/C
	510200	\$ 396.26	13635	Viona Hague (Reimb)
10/19	510112	\$ 41.90	13063	Caltronics/JJR Ent.
	510071	\$ 48.25	13041	Pacific Ace Hardware
10/24	510288	\$ 165.00	12489	Cache Creek Monuments
10/27	510220	\$ 54.94	10821	PG&E (Maint)
	510220	\$ 110.15	10821	PG&E (Office)
10/30	510110	\$ 49.66	10246	Alhambra
	510020	\$ 157.06	11515	Wave
<b>Totals</b>		<b>\$ 5935.64</b>		

Superior Court Judge regarding our Abandoned plots request was conducted on November 2<sup>nd</sup>. Two of our Yolo County Financial Service representatives have left or retired from the County. We are waiting for word from Brandon Myers regarding design and the cost for fencing and bollards around the new pump location. Large flags will be placed in honor of all Veterans on Veterans Day. Foreman Glide reported on the continuing work on the grounds, sprinkler and waterline repairs and trees have been planted.

**b) Current Budget** – Manager Carbahal presented the Fiscal Year End 2022-2023, INFOR report. She stated the new INFOR report system isn't allowing access at this time into the module for a detailed transaction report similar to the old General Ledger Report. The preliminary numbers for the months of July, August and September were presented based upon our records.

**c) Correspondence** – Received emails from CalPERS, CSDA and LaborMax Staffing.

**d) Investment Report** – The Investment committee met in October and Trustee Kilkenny stated it doesn't look good for bond funds. The report stated the Endowment Principal account is showing a paper loss of \$11,235.63, but the Endowment Interest account shows a paper gain of \$13,088.71.

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

Board Chair Bristow and grounds men Nick and Art will be attending the PCA Galt-Arno Training Seminar on December 8, 2023.

**AGENDA ITEM NO. 8 – BOARD MEMBER'S FINAL COMMENTS** – No burials will be performed on December 8, 2023, due to staff attendance at an upcoming seminar.

**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 Trustee Justus. With all eyes the motion carried, and the meeting adjourned at 9:45 a.m.

**Revenues for the month of October 2023**

		<b>Certificate # Receipt #</b>	
Joan Johnson for Rebecca Diaz	Burial	\$1539.50	#4442
Rosie Ramirez	Niches	\$1900.00	#1675 #4443
Irma Jimenez-Perez for Jose Ramirez-Zarate	Niche-Burial	\$1021.45	#1676 #4444
Adelaida Cope for Dewey L. Cope	Niche-Burial	\$1321.45	#1677 #4445
Sacramento Cortez/Omar Cortez	Plot-Burial	\$3908.00	#1678 #4446
Kathryn Branscum for Abraham C. Lopez	Burial	\$1833.00	#4447
Sharon Perry for Socorro Valadez	Burial	\$1464.50	#4448
Arcelia Santana-DelToro	Plots	\$3650.00	#1679 #4449
Don Richey for Patsy S. Richey	Burial	<u>\$2558.00</u>	#4450
<b>TOTALS</b>		<b>\$19195.90</b>	

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, November 3, 2023.

Sheila Carbahal  
Manager/Board Clerk

John G. R. L.  
Matthew G. R. L.  
Parry W. Justus  
Dan L. King  
Norma Hoque

Board of Trustees

Dec. 13, 2023  
Date