

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, March 13, 2024**

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.

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

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

AGENDA ITEM NO. 5 CONSENT CALENDAR

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

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

Claims submitted and approved.

(Please see attached sheet listing all February claims approved totaling \$8400.22)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificate #1685. It was seconded by both Vice-chair Bozarth and Trustee Kilkenny. With no further discussion the motion carried with all ayes.

d) Approval of Attendance at Seminars and Conferences – Chair Bristow called for a motion. Vice-chair Bozarth made the motion for Board members and staff to attend training seminars and conferences. It was seconded by Trustee Justus. 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 two full burials, the PG&E pole on Cemetery Drive has been moved slightly, the signed stipulation on the McGuffin reclaimed plots was forwarded to County Counsel. The office door had leaks during the heavy rains, the bollards and fence work was completed, and the retirement date has been pushed back a few months. Foreman Glide reported on collapsed graves during the heavy rains, uncovering cement borders is continuing, pruned the crepe myrtles on the west berm and sprayed for weed control. Trustee Kilkenny explained the attached forms from the current audit regarding the explanation of the fund balances and the Endowment maturity timelines.

b) Current Budget – Manager Carbahal presented the budget with final numbers through January and preliminary numbers through February. She stated the maintenance and building

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: FEBRUARY, 2024

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

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
02/05	510252	\$ 84.00	16780	Streamline
	510070	\$ 67.90	16213	Pape Machinery
02/07	510070	\$ 161.35	16213	Pape Machinery
02/15	510221	\$ 78.26	13249	City of Winters
	510040	\$ 233.46	13369	Waste Management
	510170	\$ 287.26	10609	DeLage Landen Financial
	209300	\$ 250.00	28672	Debbie Miller (Reimb)
02/16	51-various	\$ 1004.62	10029	Bank of America C/C
02/23	510288	\$ 429.60	12489	Cache Creek Monuments
02/27	510220	\$ 216.18	10821	PG&E (Maint)
	510220	\$ 36.70	10821	PG&E (Pump)
	510071	\$ 4301.00	XXXX	Myers Construction
	51-various	\$ 999.89	10868	Horizon
	209300	\$ 250.00	XXXX	Toni Overhouse(Reimb)
Totals		\$8400.22		

improvement account is over budget due to the fence and bollards added. Trustee Kilkenny added it's good to know we have the unassigned fund balance money to do needed projects with.

c) Correspondence – Information from YCPARMIA regarding insurance rate increases was received for the next fiscal year and their five-year on-site appraisal review will be conducted this year.

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

a) Memorial Day Services Update by Board Chair – Chair Bristow updated the Board on the program and those participating in the ceremony. The Cemetery will be placing both small and large flags on the grounds on May 24th.

c) Historical Society May 4th Event – Chair Bristow stated he and Floyd Shimomura viewed the area where the Japanese blessing event will take place.

AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow asked for final comments from the members. No further comments were voiced.

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 eyes the motion carried, the meeting adjourned at 10:05 a.m.

Revenues for the month of February 2024

		Certificate # Receipt #	
Cheryl Felsch for Shirley Cross	Niche	\$1325.00	#1685 #4466
Tim Coelho for Jean/James Coelho	Burials	\$3429.00	#4467
Albert Geerts for Patricia Geerts	Burial	<u>\$2408.00</u>	#4468
TOTALS		\$7162.00	

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, March 8, 2024.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

4/10/2024

Date