

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, July 14, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, July 14, 2021, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chairperson Bristow called the meeting to order noting all Board members in attendance.

Present: Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Larry Justus, Dennis Kilkenny and Viona Hague. Also in attendance Manager Sheila Carbahal.

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Bristow called for a motion to approve. 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.

AGENDA ITEM NO. 3 Public Comments

Chair Bristow opened and closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of June Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve the meeting minutes as submitted. Trustee Justus seconded the motion. Board members commented Vice-chair Bozarth did a good job as sitting Chairperson. With no further discussion the motion carried with all ayes.

b) Approval of June Submitted Claims – Chair Bristow called for a motion. Trustee Justus made the motion to approve the claims submitted. Trustee Hague seconded the motion. The DeLage Landen claim was inquired about. Manager Carbahal stated that's the copier lease. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all June claims approved totaling \$4494.30)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the Burial Rights Certificates #1598-1600 sold and approve the pre-signing of Burial Rights Certificates #1601-1608. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Approve Attendance at CAPC's October Seminar – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve attendance for two persons. Trustee Bozarth seconded the motion. Trustee Hague commented she would attend if someone else drove. Board members Bristow, Bozarth, Kilkenny and Justus would not be attending. Manager Carbahal stated she would not be attending but possibly Foreman Glide. With no further discussion the motion carried with all ayes.

e) Rescind ERMA Participation Resolution #2021-01 – Chair Bristow called for a motion to rescind Resolution #2021-01 per YCPARMIA's notice to coverage withdrawal. Trustee Kilkenny made the motion to rescind. Trustee Justus seconded the motion. Manager Carbahal commented YCPARMIA chose not to proceed based upon increased cost from initial offering. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JUNE, 2021

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
06/04	50-1110	\$ 46.01	10246	Alhambra
	50-1260	\$ 124.65	10821	PG&E (Office)
	50-1020	\$ 114.46	11515	Wave
	50-1090	\$ 50.00	13003	Winters Chamber
	50-1180	\$ 315.86	XXXX	Winters Express
	50-1190	\$ 92.00	2679	US Postal Service
06/11	50-1261	\$ 82.15	13249	City of Winters
	50-1040	\$ 204.05	13369	Waste Management
	50-1190	\$ 195.20	10609	DeLage Landen Financial
06/18	50-various	\$ 271.23	10029	Bank of America C/C
	50-1071	\$ 81.80	12322	JB's Power Equipment
	50-various	\$ 82.86	15354	Suisun Valley Fruit
	50-1152	\$ 75.00	16780	Streamline
06/24	21-0300	\$ 250.00	XXXX	Natividad Garcia (Reimb)
	50-various	\$ 304.96	10098	Staples Credit
06/30	50-1071	\$ 148.56	10868	Horizon
	50-1071	\$ 106.24	15354	Suisun Valley Fruit
	50-1152	\$ 75.00	16780	Streamline
	50-1260	\$ 85.79	10821	PG&E (Maint)
	50-1260	\$ 1124.88	10821	PG&E (Pump)
	50-1152	\$ 389.52	11507	Legacy Mark LLC.
	50-1260	\$ 159.62	10821	PG&E (Office)
	50-1020	\$ 114.46	11515	Wave
Totals		\$4494.30		

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – Manager Carbahal reported the following. Staff had five ground cremation burials and one Niche burial, the acceptance orders from the Judge on our plot reclaims was received. The process will take one year until June 8, 2022. Computer mapping is ongoing. There was an attempted cremation burial in Section 1 at the DunHam family plot the weekend of July 10th. Work on the berm and in the retention pond has begun and we will monitor our drainage pipes. A family is considering a disinterment to Mexico for a burial placed in 2017. Foreman Glide reported the following. Sections were aerated, sprinklers were moved to allow for better coverage. Drip lines on the berm were flushed of algae buildup and the trees and bushes behind the new office were trimmed. The Toro mower’s seat was replaced and push mowers were worked on. The pump has been blowing sand and/or metal for 15-20 seconds when flushed and oil has also appeared.

b) Current Budget – The Manager presented the budget with preliminary numbers through June. The County’s final numbers for Fiscal Year 2020-2021 is scheduled to close late August or September. A few individual accounts were over budget due to unexpected cost or coding changes but not at total budget or object unit. Fund Balance at June 30th after County closing should be close to \$150,000. Board members commented these funds are needed and will be used towards capital projects such as new cement pads and niches.

c) Correspondence – The following was received. The price quote for Ground Penetrating Radar services was received. CAPC application for October’s conference and various changes to Cal-Osha’s restrictions due to Covid-19.

d) Policies Reviewed – Manager Carbahal presented two sample policies that will be placed in the Policy manual once revised and approved.

e) Investment Reports – The Committee will report next month with June 30th statements.

f) Board Comments and Future Agenda Items – More sample policies were requested and will be presented next month. The Manager will be sending a letter to the DunHam family regarding the disturbance at their plot site.

Revenues for the month of June 2021

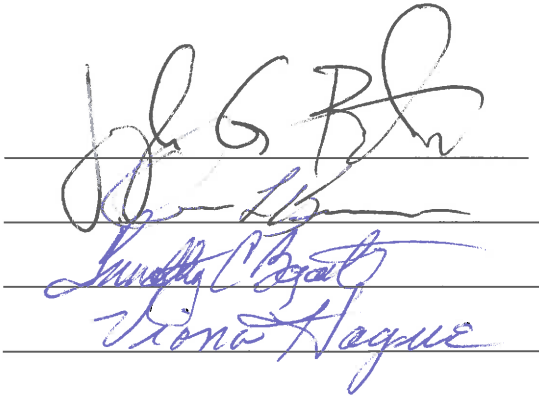
		<u>Certificate # Receipt #</u>	
Chris Fulton for Susan C. Fulton	Burial	\$1664.50	#4301
Voided Receipt		-----	#4302
Jeremy Hyer for Robert/Cathy Hyer	Burials	\$3164.50	#4303
Martin Kelly for Jerry G. Kelly	Burial	\$1364.50	#4304
Adriana Javier	Niche	\$1121.45	#1598 #4305
Heidi & Pedro Garcia	Plot	\$1800.00	#1599 #4306
Rudy Garibay for Victoria Garibay	Plot/Burial	<u>\$3150.75</u>	#1600 #4307
TOTALS		\$12265.70	

The meeting was adjourned at 10:35 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 4:00 p.m., Thursday, July 8, 2021.



Sheila Carbahal
Manager/Board Clerk



Board of Trustees

8/11/2021
Date