

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, January 11, 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 Manager/Board Clerk Sheila Carbahal and Grounds Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

Chair Bristow called for a motion. 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.

Chair Bristow opened public comments, then closed public comments seeing no other public in attendance. Manager Carbahal stated there will be a phone conversation at 9:05 with our Auditors Nigro & Nigro to present and discuss the audit for fiscal year ending June 30, 2022.

AGENDA ITEM NO. 4 CONSENT CALENDAR

a) Approval of December Regular Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bristow made the motion to approve the regular meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

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

Claims submitted and approved

(Please see attached sheet listing all December claims approved totaling \$30,309.63)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1649-1652 and the pre-signing of Burial Rights Certificates #1654-1658. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

At exactly 9:05 a.m. the regular board meeting in session was paused in order to place a call to Auditor Paul Kaymark with Nigro & Nigro for his presentation to the Board members on the audit. Board members reviewed various pages as the auditor explained the cemetery's financial positions. He stated the cemetery's position overall is financially sound. He asked for the Board to receive and file the audit. Chair Bristow called for a motion. Trustee Kilkenny made the motion to receive, accept and file the completed audit after presentation. It was seconded by Trustee Justus and with no further discussion the motion carried with all ayes. After the call was completed, Manager Carbahal stated she hadn't been made aware that a Board vote would be needed to accept and file the audit, therefore there wasn't a consent item on the agenda. The Board then returned to the regular meeting agenda.

d) Re-Appointments and Board Member Elections – Chair Bristow called for a motion to acknowledge Yolo County Board of Supervisors re-appointments of Trustee Joseph Bristow and

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: DECEMBER, 2022

The claims listed below were reviewed and approved by an Authorized Signature:

FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>	
12/01	50-1110	\$ 42.36	10246	Alhambra	
	50-1260	\$ 117.90	10821	PG&E (Office)	
	50-1260	\$ 98.51	10821	PG&E (Maint)	
	50-1112	\$ 59.19	13063	Caltronics/JJR Ent.	
	50-various	\$ 128.74	13041	Pacific Ace Hardware	
12/08	50-1152	\$ 780.00	11322	Foothill Technical Sol.	
	50-1261	\$ 350.56	13249	City of Winters	
	50-1070	\$ 110.41	16213	Pape Machinery	
	50-1152	\$ 75.00	16780	Streamline	
	50-1210	\$ 46.36	15354	Suisun Valley Fruit	
	50-1020	\$ 155.90	11515	Wave	
	50-1090	\$ 200.00	12451	Public Cemetery Alliance	
	12/15	50-1040	\$ 217.91	13369	Waste Management
	12/28	50-1151	\$ 3500.00	16881	Nigro & Nigro, PC
		50-various	\$ 234.06	10098	Staples Credit Plan
50-3020		\$24000.00	XXXX	Coleman Concrete	
50-1110		\$ 21.72	10246	Alhambra	
	50-1260	\$ <u>171.01</u>	10821	PG&E (Office)	

Totals **\$30309.63**

Larry Justus. Trustee Hague made the motion to approve. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes. Chair Bristow then called for nominations to Board positions. Trustee Dennis Kilkenny nominated Trustee Joseph Bristow for Chairperson with a second from Trustee Timothy Bozarth. Trustee Joseph Bristow nominated Trustee Timothy Bozarth for Vice-chair with a second from Trustee Larry Justus. Trustee Larry Justus nominated Manager Sheila Carbahal for Board Clerk with a second from Trustee Joseph Bristow. Chair Bristow called for a motion. Trustee Justus made the motion to approve the nominations with seconds. It was then seconded by Trustee Bozarth and with no further discussion the motions carried.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had three full burials and two in ground cremations. Computer mapping is continuing in Section #9. Caltronics has informed us that our leased Konica Minolta copier is now considered obsolete, and no parts or toner will be available as of January 2023. A new leased copier will be ordered. She also informed Board and staff of required trainings that will be needed this year. Foreman Glide reported the following. Grass seed has been placed in Section #'s 8 and 9, last of leaves have been picked up and trees and shrubs are being pruned. One weed eater has been purchased and equipment serviced.

b) Current Budget – The Manager presented budget numbers through November with preliminary numbers for December. She stated property tax revenues from Yolo County were recorded and had increased by \$19,000 over last year. Trustee Kilkenny stated the Budget to Date numbers are incorrect. After review, Manager Carbahal stated she hadn’t changed the formula for the current month.

c) Correspondence – Manager Carbahal stated CalPERS prefunding programs are available to attend or view webinars. EDD’s notice for UI and SDI new rates for 2023 was received. We also received new Board member handbooks from CSDA.

d) Investment Report – The Investment Committee will meet after the board meeting to review the December statements received and a report will be issued next month.

AGENDA ITEM NO. 6 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION ITEMS:

a) Well Update and Niche Update – The Manager reported Eaton Pumps is still waiting for parts in order to proceed further. The Niche foundation has been poured.

b) Conflict of Interest Code Amendment - Manager Carbahal stated the final draft for changes to our Conflict of Interest Code has not been received back from the Fair Political Practices Commission.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Board members suggested the manager send emails to those needing Ethics and Harassment training.

AGENDA ITEM NO. 8 – ADJOURNMENT – With no further business Trustee Justus made the motion to adjourn. It was seconded by Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:58 a.m.

Revenues for the month of December 2022

			Certificate #	Receipt #
Jonathan Mitchell/Josefina Mitchell	Plot/Burial	\$2364.50	#1649	#4390
Francisco DelToro/Guadalupe DelToro	Plots/Burial	\$4858.00	#1650	#4391
Jose Garcia-Maldonado for Amparo S. Garcia	Plots/Burial	\$4858.00	#1651	#4392
Taina Catala for Ruth Roman-Ayende	Burial	\$2058.00		#4393
Dora Bermudez	Plot	\$1400.00	#1652	#4394

Graciela Chavez/Ermelinda Martinez

Burial

\$1264.50

#4395

TOTALS

\$16803.00

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., Thursday, January 5, 2023.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

2/8/2023
Date