

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, August 14, 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 Dennis Kilkenny and Viona Hague. Also, in attendance Board Clerk/Manager Sheila Carbahal, Foreman Nick Glide and Board member applicant Lucrecia Sandoval.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve, with a second by Vice-chair Bozarth and with no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 4 PUBLIC COMMENTS - Chair Bristow opened public comments noting the newly hired candidate for District Manager Eric McDermott in attendance. Mr. McDermott introduced himself and thanked those in attendance for this opportunity. He gave the Board a summary of his work history and family. Viewing no other public in attendance public comments was closed.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of July Regular Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve July's Regular Meeting minutes. It was seconded by Trustee Kilkenny. 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 \$62,333.84)

c) Approval of July Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to acknowledge the revenues received the sale of Burial Rights Certificates #1697-1700 and pre-sign Burial Rights Certificates #1701-1705. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

d) Approve Submitted Application for Vacant Board Member Position – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve pending the official notification from the Yolo County Board of Supervisors after their meeting and approval. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

e) Approve Attorney Engagement Letter – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve and a second was made by Trustee Kilkenny. Trustee Kilkenny asked Manager Carbahal to inquire if there is a conflict with using BBK as our attorney because they also represented the City of Winters when our Pass-Through agreement payments were in dispute with the

City. She responded she would send an email to inquire. 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 three full burials, hiring committee conducted interviews and an offer was sent to the candidate chosen. The start date will be September 23, 2024. The Electrical project has begun and should be completed within a week. The plans for the road restoration project are moving forward and the roads are being evaluated for necessary repairs. The AC unit has not been working and repairs were attempted with temperatures reaching over 90 degrees. No Grounds Foreman report was issued due to an illness.

b) Current Budget – Manager Carbahal presented the Fiscal Year Ending June 30, 2024, budget numbers and July’s preliminary numbers with only the Cemetery’s revenues and appropriations provided as the County has not yet closed the FYE.

c) Correspondence – An email reminder from CAPC regarding the October Conference, a Cal/Osha update with new guidelines for Heat Illness Prevention for both outdoor and indoor requirements. CSDA will provide training DVD’s and handbooks for Ethics Compliance at a cost of \$55.00 for members. CalPERS has an upcoming Webinar for Actuarial Report changes.

d) Investment Report – The Investment Committee submitted the report for the quarter ending June 30, 2024. The Endowment principal account shows \$244,423.26 and Endowment Interest shows a balance of \$116,598.89.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow discussed an item on a proposal that was presented to him by a member of the Solano Subbasin Groundwater Sustainability Agency. This company is requesting access to the old well to place a probe down the well and monitor for five years. Board members voiced different concerns and will await the actual Agreement before considering. Chair Bristow asked that this item be placed on next month’s Agenda.

AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Vice-chair Bozarth with a second from Trustee Kilkenny. With all ayes the motion carried, the meeting adjourned at 9:55 a.m.

Revenues for the month of July 2024

			<u>Certificate #</u>	<u>Receipt #</u>
Albert Ramos Jr. for Alberto Ramos	Burial	\$2083.00		#4495
Roberto Arellano for Baudelia Arellano	Burial	\$2083.00		#4496
Christina Banuelos	Plot	\$1425.00	#1697	#4497
Greg Drummond	Plot	\$1225.00	#1698	#4498
Deloris Drummond	Plot	\$1225.00	#1699	#4499
Ana or Maria Gonzalez	Plots	\$5475.00	#1700	#4500
Suzanne Sullivan for Joyce Briggs	Burial	<u>\$1464.50</u>		#4501
TOTALS		\$14980.50		

**WINTERS CEMETERY DISTRICT
CLAIMS**

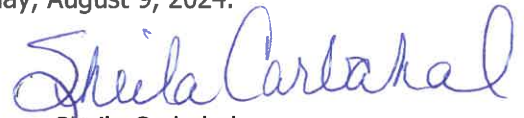
Claims submitted during the Month of: JULY, 2024

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>
07/02	510110	\$ 97.55	10246	Alhambra (Post as 6/30)
	510253	\$ 4621.50	11420	Ponticello (Post as 6/30)
07/03	206070	\$ 458.00	16949	Calif. DTFA (Post as 6/30)
	510070	\$ 396.64	22213	Pisani's Service(Post 6/30)
	510020	\$ 156.98	11515	Wave
07/08	510221	\$ 97.71	13249	City of Winters (Post 6/30)
	510252	\$ 84.00	16780	Streamline
	510040	\$ 243.73	13369	Waste Management
	510170	\$ 263.53	10609	DeLage Landen Financial
	510071	\$ 40.70	13041	Pacific Ace Hardware
07/18	501100	\$30407.00	11146	CalPERS (Classic)
	501100	\$ 359.00	11146	CalPERS (Pepra)
	510071	\$ 213.50	15354	Suisun Valley Fruit
	510052	\$ 1585.00	10941	YCPARMIA (P/M)
	501180	\$ 5000.00	10941	YCPARMIA (WC)
	510051	\$ 6104.00	10941	YCPARMIA (G/A/L)
	510275	\$ 400.00	29083	Lucrecia Sandoval
07/23	510112	\$ 68.37	13063	Caltronics
	510070	\$ 225.23	15308	Baker Supplies & Repairs
	510071	\$ 525.00	11389	Sonco Heating & Air
07/29	510110	\$ 85.81	10246	Alhambra
	510220	\$ 133.23	10821	PG&E (Maint)
	510220	\$ 1398.99	10821	PG&E (Pump)
	510220	\$ 389.47	10821	PG&E (Office)
	510288	\$ 165.00	12489	Cache Creek Monuments
	530070	\$ 8600.00	15308	Baker Supplies
	510070	\$ 213.90	28920	Pisani's Auto Parts
Totals		\$62333.84		


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 9, 2024.




Sheila Carbahal
Manager/Board Clerk

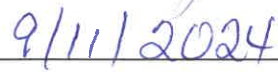








Board of Trustees



Date