

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, April 13, 2022**

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, Larry Justus. Also attending Manager/Board Clerk Sheila Carbahal and Foreman Nick Glide.

Absent: Trustee Viona Hague

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.

At 9:30 am, Chair Bristow reopened public comments after Jean Vaughn came in to address the meeting. She stated she was concerned that the cemetery was removing plots owned by four current family names to Cemetery ownership. Manager Carbahal responded that there is a year process the Cemetery goes through to regain ownership after plots have not had a burial in fifty or more years and then added that the four family names Ms. Vaughn mentioned were not named in the petition to the Court. Trustee Justus also explained the Masons originally owned the cemetery and members were encouraged to buy large plots consisting of three, six or twelve plots. Many were not used when families moved away.

Chair Bristow closed public comments at 9:45 am.

AGENDA ITEM NO. 4 CONSENT CALENDAR

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

b) Approval of March 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 March claims approved totaling \$14,790.90)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received, approve the sale of Burial Rights Certificates #1618-1628 and approve the pre-signing of Burial Rights Certificates #1629-1633. Trustee Kilkenny seconded the motion. Chair Bristow questioned the receipt listed as void. Manager Carbahal stated it was voided due to an error. Trustee Kilkenny commented that this must have been one of our highest revenue months. With no further discussion the motion carried with all ayes.

d) Receive & File Audit for Fiscal Year End June 30, 2021 – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to receive and file the final Audit documents and

WINTERS CEMETERY DISTRICT CLAIMS

Claims submitted during the Month of: MARCH 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>
03/03	50-1152	\$ 75.00	16780	Streamline
	50-1260	\$ 34.77	10821	PG&E (Office)
	50-1260	\$ 86.27	10821	PG&E (Maint)
	50-1260	\$ 23.82	10821	PG&E (Pump)
	50-1020	\$ 152.70	11515	Wave
	50-various	\$ 424.25	12322	JB's Power Equipment
	50-1249	\$10546.00	XXXX	GeoModel, Inc.
	50-various	\$ 65.94	13041	Pacific Ace Hardware
03/09	50-1040	\$ 210.56	13369	Waste Management
	50-1110	\$ 32.76	10246	Alhambra
	50-1210	\$ 1079.00	15308	Baker Supplies & Repairs
	50-1261	\$ 82.15	13249	City of Winters
	50-1070	\$ 4.06	12361	Pisani's Auto Parts
	50-various	\$ 731.51	15354	Suisun Valley Fruit Grws
03/17	50-1190	\$ 195.20	10609	DeLage Landen Financial
03/24	50-1249	\$ 174.27	10029	Bank of America C/C
	50-various	\$ 54.55	10098	Staples Credit Plan
03/31	50-1110	\$ 25.24	10246	Alhambra
	50-1020	\$ 152.70	11515	Wave
	50-1260	\$ 26.28	10821	PG&E (Pump)
	50-1260	\$ 103.15	10821	PG&E (Maint. Bldg)
	50-1260	\$ 102.62	10821	PG&E (Office)
	50-1250	\$ 193.05	XXXX	Viona Hague (Reimb)
	50-various	\$ 215.05	XXXX	Sheila Carbahal (Reimb)

Totals

\$14790.90

the Report to the Board of Directors. Trustee Kilkenny seconded the motion and with no further discussion the motion carried with all ayes.

e) Public Cemetery Alliance Seminar April 27, 2022 – Chair Bristow called for a motion. Vice-chair Bozarth made the motion for Board or staff to attend with a second by Trustee Justus. After discussion on topics to be covered at the seminar Chair Bristow stated he would attend. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager’s and Ground’s Foreman Report – Manager Carbahal reported the following. Five burials with a busy month for plot sales. The original recorded documents for title to the modular office building was sent to the State of California for title recording of a permanent foundation. The computer mapping continues and the audit’s adjusting journal entries were forwarded to the County for processing. The date for the May planning meeting was set for May 17th. The CAPC conference topics covered were Brown Act, ground and well water issues and future changes to electric equipment. Vice-chair Bozarth made the comment on where is the room for all these stored batteries. Foreman Glide reported on the following. Additional spraying of weed killer to combat the weeds in the lawn, purchased a larger water pump and modified the water tote to use in watering the grass in the three most visited sections. Watering the trees has begun and the pit for screenings has been dug to be used when the digging of the well has begun.

b) Current Budget – The budget was presented with County numbers through February and preliminary numbers through March. The Manager commented at present the revenues exceed the expenses by \$152,000 and we expect those numbers to be greatly reduced when the well has been dug and if the cement pads or niches are completed.

c) Correspondence – The following was presented. Lafco SOI notification for Davis – Mace Blvd. Manager stated this will not affect our Property tax revenues. County of Yolo Memorandum regarding AB361 post-pandemic teleconferencing. Notice regarding SB727 amending Labor code 218.7 and replacing with 212.8 Contractors’ or Agencies Liability for payment of all unpaid employee wages by sub-contractors. Governor Newsom’s Executive Order N-7-22 regarding drought conditions. Notice from YCPARMIA for FY 22-23 cost of \$10,894.

d) Investment Report – The Investment Committee has nothing to report until March statements have been received.

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

a) Memorial Day Service - Board members discussed having a service to memorialize our Veterans. Chair Bristow commented one speaker had backed out and Manager Carbahal added that the Taps player had moved and the Honor Guard did not respond to emails. Trustee Justus added, due to the possibility the cemetery could be drilling a new well at that time it could cause a disruption to the drilling process if a service was to go forward. The Board members discussed timing and liability issues and determined that the service should be postponed until next year. Flags will still be placed on graves.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – The Board recommended Chair Bristow try and get questions answered relating to our upcoming projects when he attends the PCA seminar. They recommended the Manager have the City place the water meter on the fire hydrant to allow faster filling of the water tote.

AGENDA ITEM NO. 8 – ADJOURNMENT

Trustee Kilkenny made the motion to adjourn. Vice-chair Bozarth seconded the motion. With all ayes the motion carried and the meeting adjourned at 10:12 a.m.

Revenues for the month of March 2022

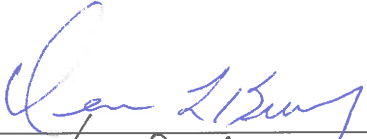
Certificate # Receipt #


JoAnn Hart for Mary Rowland	Burial	\$1414.50	#4337
Mike Randsdell/Gwendolyn D Linley	Burial	\$ 964.50	#4338
Shirl Katleba for Josephine M Smith	Burial	\$1664.50	#4339
Margarita Carabez-Andrade	Plots	\$2800.00	#1618 #4340
Dorothy Martin for Tony R Martin	Plots/Burial	\$4750.75	#1619 #4341
Cecilia Morales	Plot	\$1400.00	#1620 #4342
Stephanie Castro/Joseph Castro Jr.	Plots/Burial	\$8164.50	#1621 #4343
Marge Graf for John R Graf	Burial	\$1950.75	#4344
Jack & Levada McDowell	Plots	\$6000.00	#1622 #4345
Janet Martin McCoey/James McCoey	Burial	\$1114.50	#4346
Sharon Bouck for Jerry F. Bouck	Burial	\$1414.50	#4347
VOID	---	---	#4348
Joanne Martin	Plots	\$2400.00	#1623 #4349
Samuel Molina for Josefina Ramirez	Plot/Burial	\$3350.75	#1624 #4350
Lucia Valdez	Plots	\$2400.00	#1625 #4351
Susan Donaldson for Don Donaldson	Niche/Burial	\$1271.45	#1626 #4352
Julian Reyes	Plots	\$2800.00	#1627 #4353
Joyce R Tejada/Cornelio Rodriguez R.	Niche/Burial	<u>\$1421.45</u>	#1628 #4354


TOTALS \$45282.15

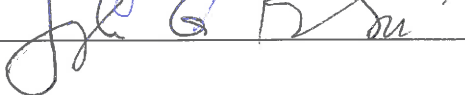
Under penalty of perjury I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District's office front door by 12:30 p.m., Thursday, April 7, 2022.


Sheila Carbahal
Manager/Board Clerk









Board of Trustees

5/11/2022
Date