

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, April 12, 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 to approve the agenda. Trustee Kilkenny made the motion. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

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

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 Justus made the motion to approve the claims submitted. Trustee Hague seconded the motion. Vice-chair Bozarth asked what was purchased at Suisun Fruit Growers. Manager Carbahal replied irrigation parts for Section #11. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all March claims approved totaling \$4258.43)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1656 and the pre-signing of Burial Rights Certificates #1661-1665. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had four burials, mapping section #9 is ongoing, State Compensation report for 2022 has been filed with the State Controller as required. The CAPC conference was very informative with two-hour training on Harassment, topics on prevailing wages and budgets. Trustee Kilkenny elaborated further on each topic covered. The cement pads have been formed, the well and pump are completed, the niches are being assembled and the Memorial Day Service is being planned by Chairperson Bristow. Foreman Glide reported the following. Changes to irrigation lines in Section #11 have begun, heavy rains made opening a casket burial challenging with some collapse. Spraying weeds in five sections and maintenance of equipment is continuing.

b) Current Budget – The budget was presented with total figures received from the County through the month of February and the cemetery's preliminary numbers entered through the

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MARCH, 2023

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>
03/02	50-1110	\$ 21.60	10246	Alhambra
	50-1070	\$ 17.78	13041	Pacific Ace Hardware
	50-1260	\$ 118.84	10821	PG&E (Maint Bldg)
	50-1260	\$ 26.28	10821	PG&E (Pump)
	50-1260	\$ 170.66	10821	PG&E (Office)
03/09	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 155.91	11515	Wave
	50-1210	\$ 80.43	12361	Pisani's Auto Parts
	50-1071	\$ 1526.45	15354	Suisun Valley Fruit
	50-1261	\$ 78.26	13249	City of Winters
	21-0300	\$ 250.00	XXXX	Carmen Knabke
	50-1040	\$ 224.13	13369	Waste Management
03/22	50-1071	\$ 317.48	10868	Horizon
	50-1152	\$ 82.20	10029	Bank of America C/C
03/30	50-1110	\$ 21.90	10246	Alhambra
	50-1071	\$ 439.93	10813	Ample Electric
	50-various	\$ 131.15	13041	Pacific Ace Hardware
	50-1260	\$ 80.98	10821	PG&E (Maint Bldg)
	50-1260	\$ 130.18	10821	PG&E (Office)
	50-various	\$ 153.36	10098	Staples
	50-1020	<u>\$ 155.91</u>	11515	Wave
Totals		\$4258.43		

month of March. The manager commented that there are still revenues to be received along with expenses on the pump and there will probably be the need for an adjustment to the budget once expenses are all in for the projects completed.

c) Correspondence – Manager received information from Sacramento-Yolo Mosquito Vector regarding the fight to control the mosquitos in the upcoming season. Flyers were received for openings for cemetery general manager positions. Also, a County of Yolo notice informing the cemetery of the upgrading to the INFOR Finance and Treasury operations that will require the cemetery to input all information directly into the INFOR system alleviating duplicate work for the County but increasing the cemetery’s workload.

d) Investment Report – The Investment Committee has a scheduled meeting after completion of the current board meeting.

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

a) Conflict of Interest per Government Code Section 87306 - The Manager presented to all Board members and employees the required form from the FPPC with an explanation of changes to the Conflict of Interest Code. The form provided the dates for the public commenting period from April 12th through May 26, 2023.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS - Chair Bristow asked if there were any comments from board members. Trustee Kilkeny asked that Charge Card use be listed as an agenda item at the next meeting. Vice-chair Bozarth requested Manager Carbahal provide the total cost for the well and pump at the next meeting.

AGENDA ITEM NO. 8 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. Trustee Kilkeny made the motion to adjourn with a second from Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:45 a.m.

Revenues for the month of March 2023

		Certificate #	Receipt #
Debbie Miller for Bertha C. Culton	Burial	\$2758.00	#4402
Cynthia Mulhern for Rosalie Myers	Burial	\$1664.50	#4403
Angelina Arias for Humberto Hernandez-Villa	Plot/Burial	\$3458.00	#1656 #4404
Debbie Miller for Bertha C. Culton	Overtime	\$ 800.00	#4405
Gaylene Anderson/Harold Anderson	Burial	<u>\$1014.50</u>	#4406
TOTALS		\$9695.00	

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, April 6, 2023.

Sheila Carbahal
Manager/Board Clerk

John G. P. ...
Quintin ...
Vincent ...
Ken ...
Harry W. Justice

Board of Trustees

5/10/2023
Date