

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, December 13, 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 Board Clerk/Manager Sheila Carbahal and Grounds Foreman Nick Glide.

**AGENDA ITEM NO. 3 Approval of Agenda** - Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion to approve. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 4 PUBLIC COMMENTS** - Chair Bristow opened and then closed public comments seeing no other public in attendance.

**AGENDA ITEM NO. 5 CONSENT CALENDAR**

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

**b) Approval of November Submitted Claims** – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. The PG&E claim for pump usage was questioned. The Manager stated the charges included five months of use with a \$1000 discount. With no further discussion the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all November claims approved totaling \$9334.65)

**c) Approval of Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1680 -1681. It was seconded by Trustee Justus. 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 one full burial and five in ground cremation burials. The formal Court approval notification was received regarding our abandoned plot request. A McGuffin family descendant came into the office stating claim to six plots that were approved on our abandoned list. Documents will be verified and a signed declaration to remove those plots from the list. The auditors have requested more documents for the audit. The County of Yolo emailed a request to perform the Special District Financial Transaction Report. Board members discussed the request and preferred the auditors to prepare this report as it is included in the audit fees. Two benches will be ordered for the new niche area. Foreman Glide submitted his report stating more cement copings were unearthed, pruned trees, removed a tree, fixed leaks and repaired equipment.

**b) Current Budget** – Manager Carbahal presented the budget with up-to-date reports through October and preliminary numbers through November. She stated the budget is on target and we should be receiving property tax receivable information next month.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: NOVEMBER, 2023**

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**

<b><u>DATE</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR #</u></b>	<b><u>VENDOR NAME</u></b>
11/07	510252	\$ 84.00	16780	Streamline
	510221	\$ 82.15	13249	City of Winters
	51-various	\$ 96.86	15354	Suisun Valley Fruit
	510071	\$ 1545.81	15614	Lemuria Nursery
	510090	\$ 133.00	13460	CAPC
11/08	510180	\$ 75.00	12451	PCA
11/09	510040	\$ 233.46	13369	Waste Management
	209300	\$ 250.00	28464	Samuel Molina (Reimb)
11/14	51-various	\$ 115.52	13041	Pacific Ace Hardware
	510170	\$ 260.62	10609	DeLage Landen
	510071	\$ 1300.57	10029	Bank of America C/C
11/20	510112	\$ 29.17	13063	Caltronics/JJR
	510288	\$ 200.00	12489	Cache Creek Monuments
11/28	510220	\$ 4702.15	10821	PG&E – Pump
	510220	\$ 111.93	10821	PG&E – Office
	510220	\$ 108.70	10821	PG&E – Maintenance
	510010	\$ 5.71	15354	Suisun Valley Fruit
<b>Totals</b>		<b>\$ 9334.65</b>		

c) **Correspondence** – 2024 payroll updates were received from Payality, FPPC notice on discontinuing ethics training and job openings from Auburn Cemetery and Atascadero Cemetery.

d) **Investment Report** – The Investment committee will meet in January 2024.

**AGENDA ITEM NO. 7 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION ITEMS**

a) **CAPC San Diego March Conference** – Manager Carbahal inquired if any Board members will be attending. Trustee Hague stated she was interested and will call with confirmation.

b) **Health & Safety Code #9028(a)(b) Board Member Elections** - Chair Bristow stated Board Member elections will be held during January’s meeting.

**AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS** – Board members had no final comments.






**AGENDA ITEM NO. 9 – ADJOURNMENT** – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Trustee Justus with a second from Trustee Kilkenny. With all ayes the motion carried, the meeting adjourned at 9:41 a.m.

**Revenues for the month of November 2023**

			<b>Certificate # Receipt #</b>
Alicia Serrato for Michael A. Sanchez	Burial	\$1314.50	#4451
Kris Wurth for Bruce A. Wurth	Burial	\$2808.00	#4452
Cynthia M. Carrion for Judith St. John and Clyde Richards	Burials	\$2039.50	#4453
Diane Thomas for Robert W. Young and Denise Young	Burials	\$3429.00	#4454
Nicolas Fischer for Robert Fischer	Burial	\$ 739.50	#4455
Richard & Carmella Mauldin	Niches	\$2650.00	#1680 #4456
Fernando Ochoa & Lucia Ochoa	Plot	\$1425.00	#1681 #4457
<b>TOTALS</b>		<b>\$14405.50</b>	

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, December 8, 2023.

  
 Sheila Carbahal  
 Manager/Board Clerk

  
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 Board of Trustees  
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 Date 1/10/2024