

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
Tuesday, May 17, 2022**

Chairperson Bristow called the meeting to order at 9:00 a.m.

**1. ROLL CALL:**

**Present:** Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Viona Hague and Larry Justus. Also attending Manager/Board Clerk Sheila Carbahal, Foreman Nick Glide and Artemio Franco.

**Absent:** Trustee Dennis Kilkenny

**2. ACTION ITEM NO - Approval of Agenda**

Chair Bristow called for a motion. Trustee Justus made the motion to approve the agenda. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**3. PUBLIC COMMENTS** Chair Bristow opened and closed public comments seeing no other public in attendance.

**4. AGENDA ITEM - Discussion and or Action Items**

**a) Yearly Review and Pre-Budget Planning** – Chair Bristow turned the meeting over to Manager Carbahal. She outlined the topics to be covered and commented she had nothing that required an action to be voted on.

Discussion topics presented were Year in Review, Finances, Burial Counts, Equipment and the preliminary Budget for fiscal year 2022-2023. The Manager listed last year's meeting outline for those projects planned or considered that were completed. She stated due to the well going dry in August the major construction projects were placed on hold. The ground penetrating radar services performed in the old sections detected less than five graves that were not marked with headstones. Current revenues received are exceeding operating expenses with a fund balance near \$160,000 that will be carried forward for next years' budgeted projects. Cremation burials have doubled and exceeded full casket burials. Funds received from Successor Agency Pass-Through Funds will increase and should continue until 2037. Total burials, plots remaining, new equipment and future planning were all discussed. Board members were in agreement the well, cement pads and added niches are priority projects to be completed.

The proposed fiscal year 2022-2023 preliminary budget was presented. The committee for employees benefits had met and recommended a 6% raise increase for each employee with additional steps to be added to the existing pay charts. These increases were factored into the preliminary budget presented. Vice-chair Bozarth asked if enough was budgeted for equipment fuel. Manager Carbahal responded she would review and adjust as necessary based upon current and rising fuel cost. She also added as the month of May's preliminary numbers come in adjustments could be made to the Fund Balance amount to be used towards next years budget.

**b) Amend Budget For Fiscal Year 2021-2022 if needed** – Manager Carbahal stated there is no need to amend the current budget.

**c) Board Comments** – Chair Bristow asked if nothing more to add he called for a motion to adjourn. Trustee Justus made the motion to adjourn at 10:30 a.m. It was seconded by Vice-chair Bozarth and the motion carried with all ayes.

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

*Sheila Carbahal*

Sheila Carbahal  
Manager/Board Clerk

*Randy W. Gustus*

*Ken Hies*

*Thom G. Lagae*

*John G. Peterson*

*Kenneth C. Boyatt*

Board of Trustees

*6/8/2022*

Date