

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, June 8, 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 and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal with Foreman Nick Glide arriving at 9:30 am.

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. Trustee Justus 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.

AGENDA ITEM NO. 4 CONSENT CALENDAR

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

b) Approval of May Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all May claims approved totaling \$1537.08)

c) Approval of Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and approve the sale of Burial Rights Certificates #1631. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

CLOSED SESSION – Gov. Code Section #54957 Evaluations

OPEN SESSION

d) Discuss and Approve for Action from Closed Session – Chair Bristow stated employee evaluations were reviewed and discussed. Manager Carbahal added the Committee for Salary Review submitted revised pay charts with added step and salary increases during the May planning meeting. Chair Bristow called for a motion. Trustee Kilkenny made the motion to accept and approve the favorable retain in status evaluations for the three staff employees, the revised pay charts with the initial six percent salary increase. It was seconded by Vice-chair Bozarth. With no further discussion a roll call vote from each member was taken and the motion carried with all ayes.

e) Approve and Sign County Fiscal Year End Documents – Chair Bristow called for a motion to accept the County documents submitted. Trustee Kilkenny made the motion to approve the names of Manager Sheila Carbahal and Foreman Nick Glide on the Authorization

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MAY, 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>
05/06	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 152.97	11515	Wave
05/12	50-1261	\$ 101.60	13249	City of Winters
	50-1040	\$ 210.56	13369	Waste Management
	21-0300	\$ 250.00	XXXX	Martin Kelly (Reimb)
	21-0300	\$ 250.00	XXXX	Shirl Katleba (Reimb)
05/20	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-1152	\$ 42.99	10029	Bank of America C/C
05/26	50-various	\$ 258.76	10098	Staples

Totals **\$1537.08**

Form for Fiscal Year 2022-2023 and Manager Carbahal as contact person relating to the budget. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

f) Approve Budget Total Financing Sources for FYE 2022-2023 - Manager Carbahal presented and recommended the fiscal year 2022-2023 budget be approved with budget items adjusted or added from previous meetings. Chair Bristow called for a motion. **Trustee Kilkenny made the motion to accept and approve the submitted Fiscal Year 2022-2023 Budget with Total Financing Sources in the amount of \$554,752.00.** It was seconded by Vice-chair Bozarth. Board members asked if the new projects were factored into the Budget. The Manager responded the new well is priority, then the niches and cement pads. With no further discussion the motion carried with all ayes from the Board members.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager’s and Ground’s Foreman Report – Manager Carbahal reported on the following. Staff had four burials, families have called to complain of negative interactions with the County Recorder’s office for burial permits which necessitated a call to Yolo County Supervisor Don Saylor’s office for assistance and the call resulted in a favorable resolution. Our annual computer maintenance detected several problems with both computers. The Abandoned plots petition timeline has passed and the formal paperwork now goes to the County Recorder’s office for official recording of cemetery ownership. Cemeteries 101 was out reviewing area for additional niches. No replies received from Eaton Drilling on the date for drilling the well. Foreman Glide reported he’s using different herbicides to get control of the weeds. One solution containing twenty percent vinegar appears to be working on the very difficult weeds. Trees are being watered more often with the increased temperatures.

b) Current Budget – The budget was presented with County numbers through April and preliminary numbers through May. Manager Carbahal informed the Board we will have significant revenues over appropriations. She cited one reason is the drilling of the well had been factored into current budget and it doesn’t appear the well will be dug until July. Those funds will be added and included in the coming year fiscal budget for the well and the proposed projects.

c) Correspondence – The following was received. Calendar notices from both the CAPC and PCA for upcoming seminars, CalPERS circular letter regarding Section 218 annual fee to be waived this year and the State Water Resources notice on drought regulations.

d) Investment Report – The Investment Committee presented the quarterly reports for March. Trustee Kilkenny stated the market has dropped as shown by the reports. The Endowment Principal has been most affected by the market drop and the Interest account has dropped in some value but still showing a gain from the initial investment.

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

a) Conflict of Interest Code Biennial Notice – Chair Bristow asked Manager Carbahal for clarification regarding the notice. She explained our Conflict of Interest Code for Form 700 filers states if there’s any changes or additions needed to be made this Biennial notice will be used to notify the Fair Political Practice Commission as to why changes need to be made.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – The Board requested Manager Carbahal present a list of needed or updated policies for the new policy manual at the next meeting.

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 10:20 a.m.

Revenues for the month of May 2022

Certificate # Receipt #


Deanna Mortl for Lois D. Carol	Burial	\$1414.50	#4357
Lisa Correia for Craig A. Correia	Burial	\$1264.50	#4358
Lori Taul for Charles Goff	Burial	\$1114.50	#4359
Elda Santana for Maria G. Loza	Plot/Burial	<u>\$3658.00</u>	#1631 #4360

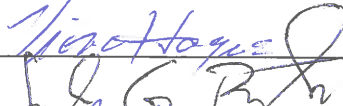
TOTALS \$7451.50

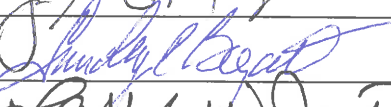
Under penalty of perjury I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District's office front door by 12:30 p.m., Thursday, June 2, 2022.




Sheila Carbahal
Manager/Board Clerk









Board of Trustees

9/13/2022

Date