

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, September 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 Dennis Kilkenny and Viona Hague. Also, in attendance Board Clerk/Manager Sheila Carbahal.

**Absent:** Trustee Larry Justus

**AGENDA ITEM NO. 3 Approval of Agenda** - Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion. It was seconded by Vice-chair Bozarth and Trustee Hague. 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 August Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve August regular meeting minutes as submitted. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of August Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Trustee Hague questioned the claim for CAPC. Manager Carbahal responded those are charges to attend the October conference for Chair Bristow and Trustee Hague. With no further discussion the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all August claims approved totaling \$7278.50)

**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 Right Certificates #1669-1671. Vice-chair Bozarth seconded the motion. 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 three full burials and two niche burials. Request was sent to County Counsel to act on the District's behalf in requesting abandonment of plots for Section #2 and #7 per Health & Safety Code 9069(a-i). County requested more documentation to close fiscal year 2022-2023. Information was sent to Legacy Mark to update and make corrections to the mapping program. Foreman Glide provided his grounds report stating sprinklers have been added and moved to improve reach, repairs to lines damaged during the well drilling. Mowing, trimming and pruning are ongoing.

**b) Current Budget** – The budget was presented with June's preliminary numbers for the prior fiscal year 2022-2023 and preliminary numbers for July and August. We are waiting for the County to close the prior fiscal year for June 30, 2023, reports.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: AUGUST, 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>
08/02	510110	\$ 80.72	10246	Alhambra
	510020	\$ 153.50	11515	Wave
	510203	\$ 877.75	13019	Ramos Oil Company
	510252	\$ 84.00	16780	Streamline
	510071	\$ 922.89	10868	Horizon
	209300	\$ 250.00	28201	Victor Anguiano (Reimb)
08/10	51-various	\$ 22.60	15354	Suisun Valley Fruit Grws.
	510221	\$ 82.15	13249	City of Winters
	510190	\$ 321.62	11322	Foothill Technical Sol.
	510040	\$ 233.46	13369	Waste Management
	510180	\$ 631.00	13460	CAPC – Conference
08/11	510071	\$ 82.12	15354	Suisun Valley Fruit Grws.
	51-various	\$ 65.34	13041	Pacific Ace Hardware
	510251	\$ 700.00	11146	CalPERS (GASB-68)
08/15	510170	\$ 260.62	10609	DeLage Landen Financial
	51-various	\$ 1009.62	10029	Bank of America C/C
08/16	510190	\$ 8.57	13041	Pacific Ace Hardware
	51-various	\$ 116.50	15354	Suisun Valley Fruit Grws.
08/17	510160	\$ 60.00	10118	The Davis Enterprise
	510112	\$ 29.17	13063	Caltronics/JJR Enterprise
08/30	209300	\$ 250.00	28290	Cynthia Mulhern (Reimb)
	510170	\$ 273.66	10609	DeLage Landen Financial
	510070	\$ 84.78	13019	Ramos Oil Company
	510220	\$ 100.31	10821	PG&E (Maintenance Bldg)
	510220	\$ 242.34	10821	PG&E (Office)
	51-various	\$ 182.23	13041	Pacific Ace Hardware
	510020	\$ 153.55	11515	Wave
<b>Totals</b>		<b>\$ 7278.50</b>		

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Board member

c) **Correspondence** – Received emails regarding addressing retaliation in the workplace, CSDA alert for Special Districts to support Assembly Constitutional Amendment 13. Yolo County will be updating its Climate Action and Adaptation Plan.

d) **Investment Report** – No reporting this month.

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

a) **Pump House/Cage and Bollards** – Board members discussed the existing and the new well and pump areas needing containment. Discussion on materials to use such as types of fencing and what areas would need to be protected from traffic with safety bollards.

**AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS** – Board members Bristow and Hague will be attending the CAPC conference first week of October. Trustee Kilkenny offered to make some calls for fencing the pump area.


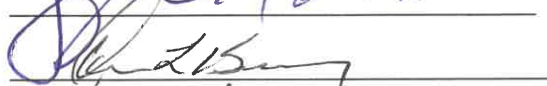



**AGENDA ITEM NO. 9 – ADJOURNMENT** – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Vice-chair Bozarth with a second from Trustee Kilkenny. With all ayes the motion carried, and the meeting adjourned at 9:38 a.m.

**Revenues for the month of August 2023**

			<b>Certificate #</b>	<b>Receipt #</b>
Silvia Gonzalez Chamale for				
Maria Carranza-Gonzalez	Niche/Burial	\$1678.63	#1669	#4431
Alfredo Rios	Plot	\$1825.00	#1670	#4432
Garfield J. House	Plots	\$3650.00	#1671	#4433
Benjamin Rosales for Balbino Rosales	Burial	\$1833.00		#4434
Lucinda Eder for Marilyn Stowers	Burial	<u>\$2808.00</u>		#4435
<b>TOTALS</b>		<b>\$11794.63</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, September 8, 2023.

  
 Sheila Carbahal  
 Manager/Board Clerk

  
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 Board of Trustees

10/11/2023  
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 Date