

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, December 14, 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 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. Trustee Kilkenny made the motion to approve the agenda. Vice-chair Bozarth 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 November Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve the regular meeting minutes as submitted. Trustee Justus 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. Trustee Hague made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Chair Bristow made the comment of the high dollar amount of the claims due to the new well. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all November claims approved totaling \$87,709.19)

**c) Approval of Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1646-1648 and the pre-signing of Burial Rights Certificates #1651-1653. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

**d) Solano County Tax-Defaulted Properties** – Chair Bristow called for a motion to acknowledge receipt of notice and approve Solano County's sale of Tax-Defaulted Properties. 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. 5 – INFORMATION ITEMS**

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had one full and four in ground cremation burials. The input of the burial mapping has detected possible duplicate sales and further research is needed. The computer backups are now working properly with the new computer. Access to the County's Citrix Infor system for our GL reports on the new computer is being rejected. The County is trying to resolve the problem. No word has been received on the Board of Supervisors approval of two re-appointments of trustees.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: NOVEMBER, 2022**

The claims listed below were reviewed and approved by an Authorized Signature:

**FUND 6160**

<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>
11/03	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 155.90	11515	Wave
	21-0300	\$ 250.00	XXXX	Eusebia Ochoa
	50-1071	\$ 155.69	34514	Winters Aggregate LLC.
	50-1110	\$ 46.00	10246	Alhambra
11/10	50-1090	\$ 133.00	13460	CAPC (Dues)
	50-1040	\$ 217.91	13369	Waste Management
	50-1210	\$ 50.43	15354	Suisun Valley Fruit
	50-1070	\$ 149.71	12361	Pisani's Auto Parts
	50-1261	\$ 78.26	13249	City of Winters
11/17	50-various	\$ 486.16	10029	Bank of America C/C
	50-1190	\$ 132.14	10609	DeLage Landen Financial
	50-3020	\$84173.99	XXXX	Eaton Drilling Co., LLC
	50-1205	<u>\$ 1605.00</u>	13460	CAPC (Conference)

**Totals** **\$87709.19**

Foreman Glide reported the following. Drained and leveled the temporary well pit in Section #10 that was dug for the spoils of the well drilling and flushing's. Moved sludge around to help dry out the ground for leveling.

**b) Current Budget** – The Manager presented budget numbers through October with preliminary numbers for November. She added, no Property Tax Revenues have been reported by the County.

**c) Correspondence** – Manager Carbahal received notice from Nigro & Nigro for possible dates for the Audit presentation in January. Received a letter from our investment representative Sandra Wheeler. News of another Cemetery Manager's retirement was received from Visalia Cemetery.

**d) Investment Report** – The Investment Committee will meet again in January 2023 after December reports have been received.

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

**a) Well Update and Niche Update** – The Manager reported Eaton Pumps has ordered the parts and materials for the new pump and connections. Coleman Construction will begin the niche foundation work next week.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS** – Board members commented on the Christmas boughs placed on graves. Manager Carbahal stated the 360 boughs were extras from the Veterans Cemetery in Dixon and was donated to us to place on Veterans graves. Board member elections will be held in January.

**AGENDA ITEM NO. 8 – ADJOURNMENT** - Trustee Justus made the motion to adjourn. It was seconded by Trustee Kilkenny. With all ayes the motion carried, and the meeting adjourned at 9:26 a.m.

**Revenues for the month of November 2022**

		<b><u>Certificate # Receipt #</u></b>	
Daniel Lares for Martha Lares	Burial	\$2058.00	#4383
Gail Spiro for Gloria Mahoney	Burial	\$1114.50	#4384
Rachael Bazan/Andres Bazan-Hidalgo	Plots	\$2800.00	#1646 #4385
Rosie Lucero for Anthony Rojas	Burial	\$1664.50	#4386
James L. Newcomb	Plot	\$1000.00	#1647 #4387
Stephen & Carmina Caselli	Plots	\$2400.00	#1648 #4388
James Newcomb for Deborah and James R. Newcomb	Burials	<u>\$1264.50</u>	#4389
<b>TOTALS</b>		<b>\$12301.50</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., Thursday, December 8, 2022.

  
Sheila Carbahal  
Manager/Board Clerk

Barry W Justus

Vince Aquino

J. G. B...

Sanctus...

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Board of Trustees

1/11/2023

Date