

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, September 8, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, September 9, 2021, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chairperson Bristow called the meeting to order noting those members in attendance.

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.

Absent: Foreman Nick Glide

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Bristow called for a motion to approve. 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.

AGENDA ITEM NO. 3 Public Comments

Chair Bristow opened and closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of August 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 Hague 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. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. Board members commented on the lower dollar amount compared to last month. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all July claims approved totaling \$2729.66)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and approve the pre-signing of Burial Rights Certificates #1609-1610. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager's and Ground's Foreman Report – Manager Carbahal reported the following. Staff had one full burial. Public has commented on the grounds dry grass conditions. The auditors are still requesting documents. Eaton Pump and Drilling have put us on their emergency list to dig a new well after the video of the existing well showed a collapse and damaged pipes. They will obtain a permit through Yolo County for the new well. The grounds men are using a water tote and a rented water trailer to keep the trees watered with 12,075 gallons used through August 30th. Foreman Glide reported, weeds are being sprayed, trees are being watered and Cemetery Drive shrubs were pruned without incident. The hedges around the maintenance

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: AUGUST, 2021

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>
08/05	50-1260	\$ 184.89	10821	PG&E (Office)
	50-1071	\$ 40.99	15354	Suisun Valley Fruit
	50-1261	\$ 82.15	13249	City of Winters
	50-various	\$ 185.48	10868	Horizon
	50-1152	\$ 75.00	16780	Streamline
08/13	50-1040	\$ 210.56	13369	Waste Management
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-1151	\$ 700.00	11125	CalPERS (GASB-68)
08/20	50-1071	\$ 91.17	10029	Bank of America C/C
08/27	50-2080	\$ 27.23	10609	DeLage Landen Financial
	50-1110	\$ 68.59	10246	Alhambra
	50-1112	\$ 70.46	13063	Caltronics/JJR Enterprise
	50-various	\$ 297.94	10098	Staples Credit Plan
	21-0300	\$ 250.00	XXXX	Laura Salas (Reimb)
	21-0300	<u>\$ 250.00</u>	XXXX	Everardo Valadez (Reimb)

Totals **\$ 2729.66**

yard were pruned and seem to be doing well with no signs of fungus. All headstones have been trimmed for the last time before year end unless it rains. Chair Bristow requested the fence be placed back up around the water tank and the barricades removed.

b) Current Budget – The Manager presented the budget showing a decline in burial revenues from the previous month and the cost of supplies and services were also reduced through August. The County has not yet closed FYE June 30, 2021.

c) Correspondence – PCA Visalia Seminar registration received. An email from Yolo Subbasin Groundwater Agency regarding the status of the dry well. CalPers information regarding employer discount rates going up and the difference between employer normal cost and unfunded accrual liability.

d) Policies Reviewed – The Manager commented she is working to first complete the Employee Handbook which is now twenty one pages with more to add. The Policy Manual is on hold until the Employee Handbook is completed.

e) Investment Reports – The Committee will meet in October and report after Stifel's September Investment statements have been received.

f) Board Comments and Future Agenda Items – Chair Bristow reminded the other Board members he will not be in attendance for the October meeting.



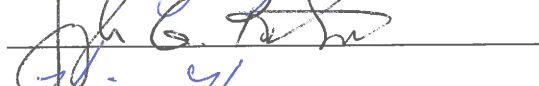


Revenues for the month of August 2021

		Certificate #	Receipt #
Tom Ramos for Javier Pelayo-Cisneros	Burial	\$1950.75	#4313
Debbie Miller for Steven E. Culton	Burial	<u>\$1664.50</u>	#4314
TOTALS		\$3615.25	

The meeting was adjourned at 9:40 a.m.

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, September 2, 2021.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

10/13/2021
Date