

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, June 9, 2021**

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

ROLL CALL:

Vice-chair Bozarth called the meeting to order noting the Board members in attendance.

Present: Vice-chair Timothy Bozarth, Trustee's Larry Justus, Dennis Kilkenny and Viona Hague. Also in attendance Manager Sheila Carbahal and Foreman Nick Glide.

Absent: Chair Joseph Bristow

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

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

AGENDA ITEM NO. 3 Public Comments

Vice-chair Bozarth opened and closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of May Submitted Claims – Vice-chair Bozarth called for a motion. Trustee Justus made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. The PG&E and Volvo claims were inquired about. Manager Carbahal stated the PG&E increase was due to more irrigation cycles added and the excavator's first fifty hour service was performed. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all May claims approved totaling \$5755.32)

c) Burial Revenues and Certificates Issued – Vice-chair Bozarth called for a motion. Trustee Kilkenny made the motion to acknowledge that no revenues were received or Burial Rights Certificates issued for the month of May. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

d) Approve and Sign County Fiscal Year End Documents – Trustee Justus made the motion to approve Manager Sheila Carbahal and Foreman Nick Glides names as authorized signatures on the County's Authorization Form with each Board members names also. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

e) Approve Resolution #2021-01 and ERMA Intent to Participate – Vice-chair Bozarth called for a motion to approve the Intent to Participate and approve Resolution #2021-01. Trustee Kilkenny made the motion to approve with a second from Trustee Hague. With no further discussion a roll call vote was taken. Vice-chair Bozarth - aye, Trustee Kilkenny - aye,

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MAY, 2021

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
05/06	50-1110	\$ 30.40	10246	Alhambra
	50-1260	\$ 81.18	10821	PG&E (Office)
	50-1020	\$ 80.62	11515	Wave
	50-1152	\$ 389.52	11507	Legacy Mark LLC
05/13	50-1261	\$ 82.15	13249	City of Winters
	50-1040	\$ 204.05	13369	Waste Management
05/20	50-1071	\$ 586.57	10868	Horizon
	50-1190	\$ 195.20	10609	Delage Landen Financial
	50-1070	\$ 563.45	XXXX	Volvo Construction Equip
	50-1152	\$ 42.99	10029	Bank of America C/C
	50-1071	\$ 242.33	15614	Lemuria Nursery
	50-1071	\$ 50.28	15354	Suisun Valley Fruit
	50-1071	\$ 511.41	10868	Horizon
05/27	50-1112	\$ 71.07	13063	Caltronics Business
	50-1252	\$ 1123.70	13019	Ramos Oil Company
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	50-1071	\$ 48.21	13041	Pacific Ace Hardware
	50-1260	\$ 967.05	10821	PG&E (Pump)
	50-1260	\$ 70.14	10821	PG&E (Maint)
	21-0300	\$ 250.00	XXXX	Humberto E. Ricci (Reimb)

Totals **\$5755.32**

Trustee Hague - aye and Trustee Justus - aye. With no further discussion the motion carried with all ayes.

Vice-chair Bozarth called for the Board to go into closed session.

CLOSED SESSION – Gov. Code Sec. #54957 Evaluations

Vice-chair Bozarth called to go back into open session.

OPEN SESSION

f) Approve action taken in closed session – Vice-chair Bozarth stated the evaluation of Manager Carbahal was conducted and it was a unanimous decision that she exceeds work performance standards. Manager Carbahal thanked the Board members and added the annual evaluations were completed on Foreman Nick Glide and grounds man Artemio Franco. Both employees achieved favorable marks meeting work performance standards. She added that both employees with her recommendation will advance to the next step on their respective pay charts and it has been calculated into the 2021-2022 budget. Vice-chair Bozarth made the motion to approve the Managers recommendations for payroll step increases. It was seconded by Trustee Hague and with no further discussion the motion carried with all ayes.

g) Approve FYE Budget 2021-2022 Total Financing Sources – Manager Carbahal presented and recommended the budget with changes discussed from the prior Planning Meeting be approved. Those changes included increased cost for adding cement pads, new mower and cost for ground penetrating radar services. The budget also includes a new manager to begin in April of 2022. **Trustee Justus made the motion to approve the Total Financing Sources in the amount of \$520,202.00 for Fiscal Year Budget 2021-2022.** It was seconded by Trustee Kilkenny. With no further discussion a roll call vote was taken. Vice-chair Bozarth – Aye, Trustee Kilkenny – Aye, Trustee Hague – Aye and Trustee Justus – Aye. 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 two ground cremation burials and one Niche burial. All paperwork, notices and a zoom meeting before the Judge were completed in our request to regain ownership of abandoned plots. The mapping changes through Legacy Mark will be delayed until after the cement pads and niche area are determined to be added. The Accounts Receivable issue with the County was resolved after receiving the proper reports. Foreman Glide reported the following. Three more trees were planted, nearly all sections were fertilized and irrigation repairs are ongoing with a valve replacement in Section 2.

b) Budget – The County’s general ledger report for March was received with Manager Carbahal adding the cemetery’s April numbers. She stated revenues at this time exceed operating expenses by \$155,000.00 but that will be reduced as we still have two more months of expenses.

c) Correspondence – The following was received. Notices from CAPC on the retirements of Cemetery managers. Notice for Region Nine seminar to be held at the Visalia Cemetery. New working guidelines from Cal-Osha on Covid.

d) Investment Reports – No reports at this time as the Committee meets in July.

e) Board Comments and Future Agenda Items – Sample policies will be reviewed next month.

Revenues for the month of May 2021

Certificate # Receipt #

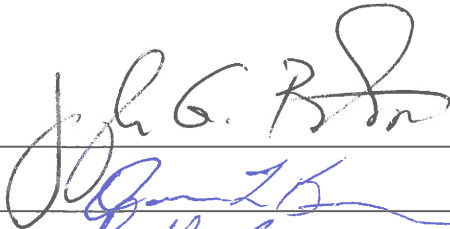
None Received

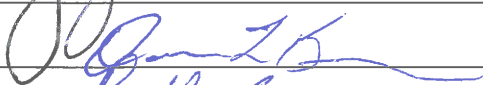
The meeting was adjourned at 10:35 a.m.

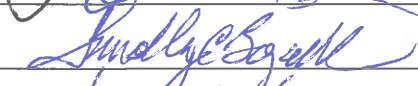
Under penalty of perjury I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District's office front door by 4:00 p.m., Friday, June 4, 2021.

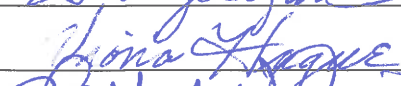


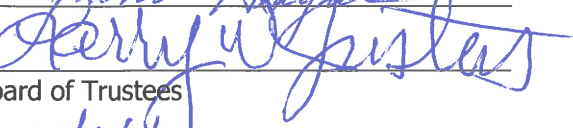
Sheila Carbahal
Manager/Board Clerk











Board of Trustees

Date

7/14/21