

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
Tuesday  
May 18, 2021**

**SPECIAL MEETING MINUTES**

A special meeting of the Winters Cemetery District was held Tuesday, May 18, 2021, at 9:00 a.m. at the cemetery office.

**ROLL CALL:**

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

**Present:** Chair Joseph Bristow, Vice-Chair Timothy Bozarth, Trustee's Dennis Kilkenny, Viona Hague and Larry Justus, with Manager Sheila Carbahal and Foreman Nick Glide

**AGENDA ITEM NO. 2 Action – Agenda Approval**

Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve. It was seconded by Vice-chair Bozarth. With no further discussion and all ayes the motion carried.

**AGENDA ITEM NO. 3 Public Comments**

Chair Bristow opened and then closed public comment seeing no public in attendance.

**AGENDA ITEM NO. 4 Discussion and or Action Items**

**a)** Chair Bristow turned the meeting over to Manager Carbahal. The five items outlined were A Year in Review, Finances, Burial Counts, Equipment List and Planning.

Reviewing the year high-lighted the Board members and employees years of service. The on-line webinars attended for required training, new features and new equipment purchased. The finances were reviewed for revenues, salaries, benefits and service and supplies. The Manager stated revenues are higher than expected over the projected amount. Trustee Kilkenny asked where will that put us at fiscal year ending. Manager Carbahal responded close to \$150,000 in Fund Balance. Chair Bristow added that these are funds that can be used towards needed projects or move to Capital Improvement Fund for the necessary projects in the future.

The Manager commented that the resurfacing of the roads in the back section not completed this current fiscal year should be included in projects for fiscal year 2021-2022. Trustee Kilkenny questioned why that project wasn't completed. Manager Carbahal responded she was concerned whether Covid-19 would have any effect on the property tax revenue receipts and her work load. The Board members discussed the following projects as priority for the upcoming fiscal year and instructed the manager to include in the budget process. The projects included, ground penetrating radar of all old sections, adding five cement pad rows in section #11, the back section roads resurfaced and adding niches. Chairperson Bristow and Vice-chair Bozarth will work with Manager Carbahal on getting the cement pad areas measured. Manager Carbahal will contact the GPR company, who had previously quoted a price per acre cost. She added that she will also review the need for large equipment with foreman Glide. Trustee Justus commented maybe we need to think about placing a shade structure over the front of the office due to the onslaught of rain coming through the front door this past winter. The preliminary budget figures will be adjusted to accommodate the added projects and equipment.

**b)** The current fiscal year 2020-2021 budget requires no adjustments or changes.

c) The Board members were given a list of policies. The manager requested the list be reviewed and determine if more are needed, changed or required.

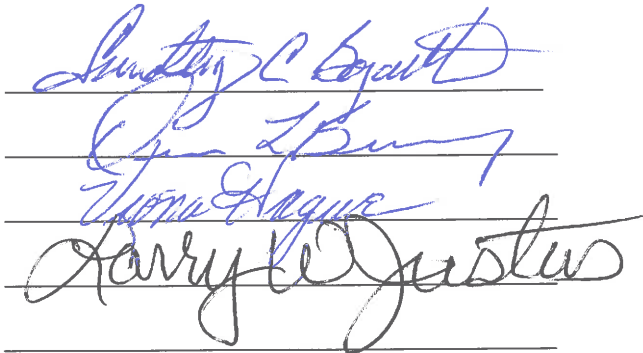
**BOARD COMMENTS** – The Board would like the committees to bring information back to the June meeting.

A motion was made to adjourn the meeting at 11:40 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the office front door and the bulletin board of the Post Office at 4:30 p.m. on Thursday, May 13, 2021.



Sheila Carbahal  
Manager/Board Clerk



Board of Trustees

6/9/2021  
Date