

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, February 8, 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 Larry Justus, Dennis Killkenny 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 consent item to be added prior to agenda approval and this requires an amendment to the agenda. He stated a notice received February 6th from the County of Yolo requiring Board response prior to March 2nd needed to be added. Trustee Justus made the motion to approve the agenda with the added amendment. Trustee Killkenny 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 January Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Hague made the motion to approve the regular meeting minutes as submitted. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of January Submitted Claims – Chair Bristow called for a motion. Trustee Killkenny made the motion to approve the claims submitted. Trustee Justus seconded the motion. Trustee Hague asked for clarification on two invoices from JB's Power & Equipment. Foreman Glide responded one invoice was parts the other a purchase for a weed eater. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all January claims approved totaling \$2,407.29)

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 #1653. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Acknowledge receipt and submission of SDFT Report – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge receipt of and submission to the State Controllers Office our Special District Financial Transaction Report filed by Nigro and Nigro. It was seconded by Trustee Killkenny. With no further discussion the motion carried with all ayes.

e) Added Amendment - Yolo County Tax Defaulted Properties Per Section 3700 CA Rev & Tax Code – As an added item to the agenda and review by the Board members. Chair Bristow made the motion to accept receipt of notice and decline any need for District's interest in the Yolo County Tax Defaulted Properties. It was seconded by Trustee Killkenny. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JANUARY, 2023

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>
01/06	50-1020	\$ 155.26	11515	Wave
	50-various	\$ 206.88	12322	JB's Power Equipment
	21-0015	\$ 306.00	9506	CDTFA/Sales tax
01/12	50-1040	\$ 217.91	13369	Waste Management
	50-1210	\$ 432.99	12322	JB's Power Equipment
	50-1261	\$ 78.26	13249	City of Winters
01/19	50-various	\$ 653.27	10029	Bank of America C/C
	50-1260	\$ 106.72	10821	PG&E (Maint. Bldg.)
	21-0300	\$ 250.00	XXXX	David Bonillo (Reimb)
Totals		\$ 2407.29		

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial and one in ground cremation burial. She reported an office ceiling leak due to extensive rain, repairs to the heating unit, collapse and refill of two graves, CalPERS webinar attended by Chair Bristow and Manager. Manager Carbahal stated the CalPERS webinar was informative regarding an Agency’s ability to set up a Trust account within CalPERS. The District would make additional payments of any amount and with those increased earnings that are then applied to reduce retirement unfunded liability cost. Foreman Glide reported pruning of trees and shrubs, repairs to panels on canopy, trimming around headstones, equipment repair and purchase of a weed eater.

b) Current Budget – The Manager presented budget numbers through December with preliminary numbers for January. She stated revenues received is approximately \$65,000 above what was budgeted for the year at this time. Fixed Asset funds will require an amended budget adjustment if all cost for projects have been completed and invoiced before fiscal year end and those cost exceeds the budgeted amount.

c) Correspondence – Manager received notices from State Controller’s Office for the filing of the 2022 Compensation Report due April 30th. Solicitations from Govocity for card and electronic check processing. Solicitation from Burrus Company on Perpetual Care adequacy.

d) Investment Report – The Investment Committee reported the paper loss amount on the Endowment Principal account and paper gain amount on the Endowment Interest account. The Committee will meet again after reports are received in April.

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

a) Well Update and Niche Update – The Manager reported Eaton Pumps is installing the water and electrical pipes to the new pump. The Niche company reported they are waiting on the granite shipment to arrive in a few weeks.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Trustee Kilkenny asked Manager Carbahal to contact CalPERS regarding an office meeting.

AGENDA ITEM NO. 8 – ADJOURNMENT – With no further business Chair Bristow made the motion to adjourn. It was seconded by Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:45 a.m.

Revenues for the month of January 2023

			Certificate #	Receipt #
Anna Doughty for Bill Doughty	Burial	\$1808.00		#4396
Tisha Hankard for Sharon K. Binns	Burial	\$2464.50		#4397
Ismael Cortez	Plot	<u>\$1200.00</u>	#1653	#4398
TOTALS		\$5472.50		

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, February 2, 2023.


Sheila Carbahal
Manager/Board Clerk

JLG RSR

Sally Board

Tom Hague

Ken King

Bryce Jaster

Board of Trustees

3/8/2023

Date