

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, July 10, 2024**

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 Dennis Kilkenny and Viona Hague. Also, in attendance Board Clerk/Manager Sheila Carbahal and Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve. With a second by Vice-chair Bozarth and with no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 4 PUBLIC COMMENTS - Chair Bristow opened public comments noting former Board member Larry Justus in attendance. He commented that he was asked to attend. All Board members voiced their appreciation for Larry's service to the District. Viewing no other public in attendance public comments was closed.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of June Regular and Special Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve both June's Regular and Special Meeting minutes. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

b) Approval of June Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all June claims approved totaling \$10,526.57)

c) Approval of June Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1695-1696. It was seconded by Vice-chair Bozarth. Manager Carbahal noted we have four Burial Rights Certificates approved previously and pre-signed with former Trustee Larry Justus' signature. She questioned when the new Board member begins will that person also need to sign those previously approved. The response was, once that person is officially appointed they begin signing. With no further discussion the motion carried with all ayes.

d) Approval of Attendance at CAPC October Education Seminar – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve attendance for those wishing to attend. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

e) Approval of Resolution #2024-02 Honoring Retired Board Member Larry Justus – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve with a second from Trustee Kilkenny. The Board chair stated we will take a moment to honor and talk with Larry about his years of service. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JUNE, 2024

Claims processed under \$5000 limit sent to County INFOR System with Authorized Signature for County warrant payment. Claims over \$5000 requires both Authorized Signature and Board Member Signature prior to sending to County INFOR System for warrant payment.

FUND 7025

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
06/05	510252	\$ 84.00	16780	Streamline
	510020	\$ 156.98	11515	Wave
	510252	\$ 432.80	11507	Legacy Mark LLC
	510170	\$ 122.00	2679	US Postal Service
	510253	\$ 5499.00	11420	Ponticello Enterprises
06/10	510221	\$ 82.15	13249	City of Winters
	510070	\$ 190.13	22213	Pisani's Service
	510071	\$ 152.79	13041	Pacific Ace Hardware
	510170	\$ 263.53	10609	DeLage Landen Financial
06/14	510070	\$ 109.55	28920	Pisani's Auto Parts
	510040	\$ 233.46	13369	Waste Management
	209300	\$ 250.00	28999	Kris Wurth (Reimb)
06/19	510252	\$ 420.00	11322	Foothill Technical
	510071	\$ 351.99	15354	Suisun Valley Fruit
	510071	\$ 10.07	15354	Suisun Valley Fruit
06/21	510252	\$ 70.98	10029	Bank of America C/C
	510071	\$ 588.74	10868	Horizon
	510190	\$ 95.42	13041	Pacific Ace Hardware
06/28	510220	\$ 1020.28	10821	PG&E (Pump)
	510220	\$ 130.63	10821	PG&E (Maint)
	510220	\$ 262.07	10821	PG&E (Office)
Totals		\$10526.57		

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had two full burials, worked on Fiscal Year End documents for the County and worked with the New Manager Hiring Committee in anticipation of applications received and scheduling interviews. The Project Manager for the electrical project stated the work begins July 8th and should be completed at the end of the week. The roads restoration project is in the planning stages. Foreman Glide reported fixing mainline breaks, replaced control boxes in section #3. Mowing grass higher to prevent burn during the hot weather and mapping out all the irrigation main lines on Google Earth for future reference.

b) Current Budget – The budget was presented with final numbers through May as June has not been closed and will not be closed by the County until August or September. The Manager stated that the revenues will far exceed expenses due to increased burials and plot sales, and, with the electrical project being delayed until July that anticipated cost was not realized affecting the final budget numbers for fiscal year 2023-2024. The Board members commented that at least the money is there for the future projects that are to begin.

c) Correspondence – An email was received from the Office of Emergency Services related to the County Supervisors adopting the County Operation Plan. CAPC sent out a notice that a proposed ballot titled Taxpayer Protection Act was pulled from the November ballot by the California Supreme Court and they are pleased with that outcome.

d) Investment Report – The Investment Committee will meet following this Board meeting and will present the report in August.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow asked for any further comments. No comments followed.

AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Vice-chair Bozarth with a second from Trustee Kilkenny. With all ayes the motion carried, the meeting adjourned at 9:30 a.m.

Revenues for the month of June 2024

		Certificate # Receipt #	
Mary Jane Best for Sara L. Scherrer	Burial	\$2558.00	#4489
Elsie Russell for Bud I Hubert	Burial	\$1714.50	#4490
Greg Drummond/Annette Drummond	Burial	\$2158.00	#4491
Melecia A. Ramos	Plot	\$1825.00	#1695 #4492
Juan F. Morales for Marcela Morales	Burial	\$1833.00	#4493
Francisco Gonzalez/Rosairo Gonzalez	Niche/Burial	<u>\$2078.63</u>	#1696 #4494
TOTALS		\$12167.13	

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., Friday, July 5, 2024.

Sheila Carbahal
Manager/Board Clerk

John G. Boyer
Thomas Hayes
Dan R. Boyer
Smalley Boyd

Board of Trustees

8/14/2024
Date