

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, September 14, 2022**

1. Chairperson Bristow called the meeting to order.

2. ROLL CALL:

Present: Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Dennis Kilkenny and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal and Grounds Foreman Nick Glide.

Absent: Trustee Larry Justus

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

Chair Bristow called for a motion. 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.

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

AGENDA ITEM NO. 4 CONSENT CALENDAR

a) Approval of August Regular Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve the regular meeting minutes as submitted. Trustee Kilkenny 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. Trustee Hague made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. The trustees discussed the insurance provided by YCPARMIA. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all August claims approved totaling \$14,347.10)

c) Approval of Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1642 and approve the pre-signing of Burial Rights Certificates #1646-1650. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Board Members Re-appointment Approval Letter – Chair Bristow called for a motion. Trustee Hague made the motion to forward a letter signed by Manager/Board Clerk Carbahal with Board approval for the re-appointment of Trustee Joseph Bristow and Trustee Larry Justus. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

e) Yolo County Official Recording of Abandoned Plots – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge receipt of notification from the Yolo County Recorder's Office having officially returned ownership of one hundred nineteen plots back to the Cemetery. It was seconded by Vice-chair Bozarth and with no further discussion the motion carried with all ayes.

WINTERS CEMETERY DISTRICT CLAIMS

Claims submitted during the Month of: AUGUST, 2022

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>
08/04	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 152.66	11515	Wave
	21-0300	\$ 250.00	XXXX	Rodolfo Garibay (Reimb)
	50-1052	\$ 962.00	10941	YCPARMIA (Property)
	50-1051	\$ 5000.00	10941	YCPARMIA (Gen/Auto)
	50-0390	\$ 5000.00	10941	YCPARMIA (W/Comp)
	50-1112	\$ 66.74	13063	Caltronics/JJR Ent.
	50-1070	\$ 204.25	XXXX	Pape Machinery
08/11	50-1151	\$ 700.00	11146	CalPERS (GASB-68)
	50-various	\$ 138.86	12361	Pisani's Auto Parts
	50-1040	\$ 217.91	13369	Waste Management
08/18	50-1190	\$ 195.20	10609	DeLage Landen Financial
	21-0300	\$ 250.00	XXXX	Justine Pearse (Reimb)
	50-1261	\$ 354.45	13249	City of Winters
	50-1071	\$ 76.01	10029	Bank of America C/C
08/25	50-1112	\$ 53.61	13063	Caltronics/J.J.R. Ent.
	50-various	\$ 122.15	10098	Staples Credit Plan
08/31	50-1110	\$ 73.62	10246	Alhambra
	50-various	\$ 102.05	13041	Pacific Ace Hardware
	50-1260	\$ 233.16	10821	PG&E (Office)
	50-1260	\$ 93.15	10821	PG&E (Maintenance)
	50-1260	\$ 26.28	10821	PG&E (Pump)
Totals		\$14347.10		

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had two casket burials. Reviewing of other sections mapped for any abandoned plots to reclaim and the audit is stalled until County closes FYE June 30, 2022. Mark Krummenacker with the County DFS department believes the Auditor made journal entry account errors regarding the Interest on the Endowment account. He will make contact to rectify the account errors with the auditor. The drilling of the well has now shifted to late September. Foreman Glide reported the crew is leveling high uneven areas in sections #8 and #9 to ease the wear and tear on equipment and personnel. He purchased a drag harrow to assist breaking up the soil for the leveling. He’s continuing to spray for weed control and serviced the JDX-750 and the Gator.

b) Current Budget – The Manager presented the closing budget numbers for Fiscal Year Ending June 30, 2021-2022. The numbers showed revenues exceeding appropriations by \$171,000.00.

c) Correspondence – Manager Carbahal received the CalPERS Actuarial Required Contribution rates for FYE 2023-2024. The CAPC notice for the October Education Seminar meeting to be held in Tahoe and the PCA notice for the Annual Conference to be held in October was received.

d) Investment Report – The Investment committee presented their report on the current status of the Endowment Funds through June 30, 2022. The Endowment Principal showing a paper loss and Endowment Interest showing a paper gain.

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

a) Niche Projects – Board members will view site of the proposed Niche project.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS – Trustee Kilkenny suggested moving some of the funds out of Unassigned Fund Balance into the Capital Outlay/Improvements Reserve account.

AGENDA ITEM NO. 8 – ADJOURNMENT

Trustee Kilkenny made the motion to adjourn. Vice-chair Bozarth seconded the motion. With all ayes the motion carried and the meeting adjourned at 10:00 a.m.

Revenues for the month of August 2022

		<u>Certificate # Receipt #</u>	
Ismael Cortez for Mario Cortez	Plot/Burial	\$3150.75	#1642 #4375
Russell Pleasants/Dorothy Pleasants	Burial	<u>\$2000.75</u>	#4376
TOTALS		\$5151.50	

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, September 8, 2022.


Sheila Carbahal
Manager/Board Clerk

Larry W. Gustas
Thomas Hagler
John G. Foster
Don L. Burg

Board of Trustees

10/12/2022
Date