

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, December 8, 2021**

1. Chairperson Bristow called the meeting to order noting the following members in attendance.

2. ROLL CALL:

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

Absent: Trustee Dennis Kilkenny

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

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

b) Approval of November Submitted Claims – Chair Bristow called for a motion. Trustee Justus made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Trustee's requested information on claims from Caltronics and the City of Winters. Manager Carbahal stated Caltronics claim was additional color copying and City of Winters claim was timing on receipt of two invoices from the City of Winters. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all November claims approved totaling \$5767.37)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and approve the sale of Burial Rights Certificate #1609. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager's and Ground's Foreman Report – Manager Carbahal reported the following. Staff had one full burial and two ground cremations, a member of the public was accidentally locked inside the gate. There is now a sign inside the gates with a phone number to call if this should occur again. Section #7 is now fully entered into the computer mapping program. The audit is in the final stages of completion after a final request for documents and the cemetery is on the waiting list for the drilling of the new well. Foreman Nick Glide reported the canopy has been painted and new fiberglass panels were placed. Spraying for weeds is ongoing, purchased fill dirt to top off sinking graves, ran the de-thatcher in areas where grass is sparse due to lack of water.

b) Prior Fiscal Year Budget and Current Budget – The Manager presented the

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: NOVEMBER, 2021

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>
11/04	50-1261	\$ 276.65	13249	City of Winters
	50-1020	\$ 113.93	11515	Wave
	50-1252	\$ 1135.94	13019	Ramos Oil
	50-1071	\$ 7.85	15354	Suisun Valley Fruit
	50-1070	\$ 376.39	13460	Pisani's Service
	50-1152	\$ 75.00	16780	Streamline
	50-1090	\$ 126.00	13460	CAPC
	50-1261	\$ 156.06	13249	City of Winters
11/10	50-1130	\$ 870.00	14668	Polyguard & Company
	21-0300	\$ 250.00	XXXX	Cecilia Hernandez
	50-1210	\$ 53.61	12361	Pisani's Auto Parts
	50-1260	\$ 110.39	10821	PG&E (office)
11/19	50-1040	\$ 210.56	13369	Waste Management
	50-1190	\$ 195.20	10609	DeLage Landen Financial
11/24	50-various	\$ 1739.80	10029	Bank of America C/C
	50-1112	\$ 69.99	13063	Caltronics
Totals		\$5767.37		

fiscal year budget with County reports through October. She stated the budget is on target as budgeted. There are minor discrepancies with the County's postings to resolve with next month's reports.

c) Correspondence – CAPC sent out March's Conference registration. CSDA's notice regarding prevailing wage affecting Special Districts was received and CalPERS notice regarding Discount Rate to remain at 6.8%.

d) Investment Report – The Investment committee's report showed the Endowment Principal account at \$264,655.07 and the Endowment Interest at \$106,600.56.

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

Manager Carbahal commented the notice for the CAPC Conference next March was received after the Agenda was sent out. She added that both October's and March's conferences were included in the current budget and no one attended in October so the budget will accommodate four attendees. She added this will be an opportunity to receive required Ethics training for those that need it. Manager Carbahal stated she would like to attend, Chair Bristow and Trustee Hague added they will also attend.

AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS – Chair Bristow commented that our next meeting for the new year is January 12th.

AGENDA ITEM NO. 8 – ADJOURNMENT

Vice-chair Bozarth made the motion to adjourn. Trustee Justus seconded the motion. With all eyes the motion carried and the meeting adjourned at 9:33 a.m.

Revenues for the month of September 2021

		Certificate # Receipt #	
Karen Benson-Neil/Darlene A. Benson	Burial	\$1014.50	#4324
Jessica Combs/Patricia Jimenez	Plot	<u>\$1000.00</u>	#1609 #4325

TOTALS

\$2014.50

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, December 2, 2021.

Sheila Carbahal
Manager/Board Clerk

Viona Hague

Board of Trustees

1/12/2022

Date