

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, August 10, 2022**

1. Chairperson Bristow called the meeting to order at 8:58 a.m.

**2. ROLL CALL:**

**Present:** Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Dennis Kilkenny, Larry Justus and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal and Grounds Foreman Nick Glide arrived at 9:20 a.m.

**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. Trustee Justus 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 July Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Kilkenny 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 July 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 Justus commented on the CalPERS amount for the Unfunded Accrued Liability. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all June claims approved totaling \$34,185.71)

**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 Certificates #1635-1641 and approve the pre-signing of Burial Rights Certificates #1642-1645. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**d) CAPC Board of Directors Election** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge receipt of CAPC request for future Board of Directors members. Trustee Justus seconded the motion. Chair Bristow asked if any members were interested in running for a Board position. No members would be filing papers to participate in the election process to become a CAPC Board member. With no further discussion the motion carried with all ayes.

**e) PCA Seminar and Conference** – Chair Bristow called for a motion. Trustee Justus made the motion to approve attendance at the seminar in Santa Maria and the conference in Corning. It was seconded by Vice-chair Bozarth. Members discussed whether or not they would attend. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 5 – INFORMATION ITEMS**

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: JULY 2022**

The claims listed below were reviewed and approved by an Authorized Signature:

**FUND 6160**

<b><u>DATE</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR #</u></b>	<b><u>VENDOR NAME</u></b>
07/07	50-1152	\$ 75.00	16780	Streamline
	50-1261	\$ 183.29	13249	City of Winters
	50-1249	\$ 264.60	12489	Cache Creek Monuments
	50-1070	\$ 502.32	15308	Baker Supplies & Repairs
	21-0015	\$ 259.00	9506	State of CA/CDTFA
	50-0310	\$27365.00	11146	CalPERS/UAL
07/15	50-1040	\$ 217.91	13369	Waste Management
	50-1130	\$ 4351.00	10862	Cordeiro Vault Company
07/21	21-0300	\$ 250.00	XXXX	Debbie Miller
	50-1190	\$ 195.20	10609	DeLage Landen Financial
07/28	50-various	\$ 153.71	13041	Pacific Ace Hardware
	50-1110	\$ 52.74	10246	Alhambra
	50-1260	\$ 87.26	10821	PG&E (Maint)
	50-1260	\$ 24.64	10821	PG&E (Pump)
	50-1260	\$ 204.04	10821	PG&E (Office)

**Totals** **\$34185.71**

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had two casket, two in ground cremations and one niche burial. The Certified copy of the approval of abandoned plots was re-sent to the Yolo Recorder's office. All Fiscal Year Ending 2021-2022 documents and the newly adopted Budget with signed minutes were forwarded to Yolo County Department of Financial Services. Auditors are waiting for the County to close FYE 2021-2022 and they had questions relating to payroll reporting statuses. A conference call with Eaton Drilling is scheduled mid-August for well drilling updates. The Niche project design is being changed due to the high cost of the overhead arbor. Cemeteries 101 will make design changes. The Manager asked if Chair Bristow and Trustee Justus will be seeking re-appointments. Both responded yes. Foreman Glide's report stated trees are being watered daily with the portable tote tanks, they are continuing to work on weed control, pruning of shrubs and equipment repair.

**b) Current Budget** – The Manager presented the budget with preliminary numbers for the month of July. County has not yet closed Fiscal Year Ending June 30, 2022.

**c) Correspondence** – CalPERS notification for Education seminars, People Pay email regarding payroll reporting changes and cost. Auditors request for signed documents relating to FYE 2021 audit and County email regarding adjusting journal entries posted to incorrect accounts by the Auditors will be corrected and new reports to follow.

**d) Investment Report** – The committee will meet today and submit a report at next month's meeting.

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

**a) Policy Balloon Release** – Chair Bristow asked for comments. Trustee Kilkenny stated last month's meeting the board discussed balloon releases during funerals and the few complaints from the public. He added the Manager has stated there is a State law prohibiting release of mylar balloons and there is no City ordinance banning the release. Therefore she recommends no policy is needed at this time.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS** – Chair Bristow stated members need to inform the Manager if they wish to attend any seminar or conference.

**AGENDA ITEM NO. 8 – ADJOURNMENT**

Vice-chair Bozarth made the motion to adjourn. Trustee Hague seconded the motion. With all ayes the motion carried and the meeting adjourned at 9:30 a.m.

**Revenues for the month of July 2022**


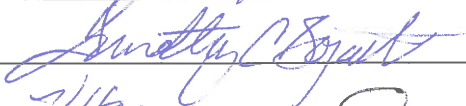
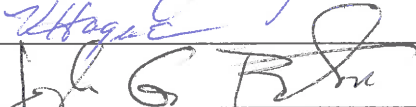
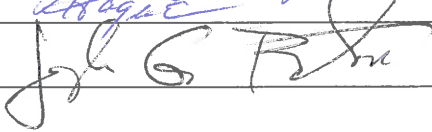
			<b>Certificate #</b>	<b>Receipt #</b>
Patricia LaMonica for Donald Haas	Burial	\$1664.50		#4367
Marivel Fierros for Eduardo Fierros	Plot/Burial	\$3150.75	#1635	#4368
J.Martin DelLaCruz/Arturo DeLaCruz	Niche/Burial	\$1025.00	#1636	#4369
Hill (Sylvia Venegas)/Viola Venegas	Plot/Burial	\$3150.75	#1637	#4370
Ken & Kathi Scheppler	Plot	\$1000.00	#1638	#4371
Jose & Martha Aguilera	Plots	\$2800.00	#1639	#4372
Matthew Kimes	Plot	\$1000.00	#1640	#4373
Raymond Lopez	Plot	\$1200.00	#1641	#4374

**TOTALS**

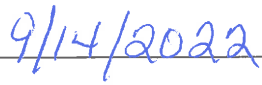
**\$14991.00**

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, August 4, 2022.

  
Sheila Carbahal  
Manager/Board Clerk

Board of Trustees

  
Date