



Winters Cemetery District

Board of Trustees Minutes
Wednesday, December 11, 2024

1. Chairman Bristow called the meeting to order at 9:00 a.m.

2. Roll call

Board members: Chair Joseph Bristow, Trustees Timothy Bozarth, Dennis Kilkenny, Viona Hague and Lucrecia Sandoval. Also in attendance: Board Clerk/Manager Sheila Carbahal, Manager in training Eric McDermott and Foreman Nick Glide

3. **Agenda Item #3 - Approval of Agenda:** Chair Bristow Called for a motion to approve agenda. Trustee Sandoval made motion to approve December meeting agenda, 2nd by Trustee Bozarth.

With no further discussion, motion carried with all ayes.

4. **Agenda Item #4 – Public Comments:** Chair Bristow opened and closed public comment seeing no public in attendance at 9:04.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of November Regular Meetings Minutes** – Chair Bristow called for a motion. Trustee Kilkenny made motion to approve November’s meeting minutes, 2nd by Trustee Hague.

With no further discussion, motion carried all ayes.

b) **Approval of November Submitted claims** – Chair Bristow called for a motion. Trustee Bozarth made motion to approve November submitted claims, 2nd by Trustee Kilkenny.

i. Trustee Kilkenny questioned Bank of America Credit Card expenses. Manager McDermott itemized expenditures.

With no further discussion, the motion carried with all ayes.

Claims submitted and approved.

(See attached sheet listing all November claims approved totaling \$9,546.64)

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: NOVEMBER, 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>
11/05	510252	\$ 84.00	16780	Streamline
	510020	\$ 161.16	11515	Wave
	510110	\$ 56.06	10246	Alhambra
	510221	\$ 105.49	13249	City of Winters
	510201	\$ 122.01	13634	Joseph Bristow
11/08	510253	\$ 1763.00	11420	Ponticello Enterprises
	510070	\$ 35.00	22213	Pisani's Service
11/15	510170	\$ 263.53	10609	DeLage Landen
	510040	\$ 243.73	13369	Waste Management
	510180	\$ 1807.00	13460	CAPC (Conf. Reg)
	209300	\$ 250.00	29428	Elsie Russell (Reimb)
	510070	\$ 366.22	12322	JB's Power Equipment
11/20	510090	\$ 133.00	13460	CAPC (Dues)
	51-various	\$ 2235.64	10029	Bank of America C/C
	510071	\$ 225.00	11389	Sonco
	51-various	\$ 96.76	28920	Pisani's Auto Parts
11/21	51-various	\$ 249.25	28920	Pisani's Auto Parts
	51-various	\$ 92.18	13041	Pacific Ace Hardware
	510220	\$ 130.28	10821	PG&E (Office)
11/25	510220	\$ 835.77	10821	PG&E (Pump)
	510220	\$ 291.56	10821	PG&E (Maint Bldg)
	Totals	\$ 9546.64		


 Board Member

- c) **Approval of November Revenues and Burial Certificates Issued – Chair**
Bristow called for a motion. Trustee Sandoval made motion to acknowledge the revenues received from the sales of burial services in the amount of \$17,986.00 and issuance of Burial Rights Certificates #1708-#1711. 2nd by Trustee Bozarth.

With no further discussion, motion carried with all ayes.

- d) **Approval of Stifel Entity Account Resolution Authorization - Chair** Bristow called for a motion. Trustee Kilkenny made motion to authorize Chairperson Joseph Bristow, Trustee Dennis Kilkenny and Manager Eric McDermott act on behalf of the Winters Cemetery District with Stifel Investments. 2nd by Trustee Bozarth.

With no further discussion, motion carried with all ayes.

6. Agenda Item #6 Information Items

- a) Manager McDermott reported on 30-60-90 training progress noting County's INFOR accounting system proficiency, Training by Foreman Glide, burial services, sales and records retention. Noted webinar of CalPERS UAL and 115 trust and his concern of the significant year-over-year increase in required contributions. Committed to reviewing options favorable to the Cemetery in reducing the UAL and required contribution. Will be working on the website, policy manuals, and best-practices initiative. Long range planning goals: Landscaping, automatic gate and marque and solar.

Manager Carbahal reported receipt of certified copy of Abandon Plots from the County Recorder's office. County closed '24 fiscal year but report contained errors that were addressed with the county and corrected for year end. However, anomalies in period one trial balance remain. County has been notified. CAPC registration and reservations made for Trustee Kilkenny, Sandoval and Manager McDermott.

Foreman Glide reported general maintenance with attention to seasonal changes i.e. watering schedules, trimming and fall leaves. Also reported on backhoe hydraulic repair, dump trailer solenoid repair and regular PM of equipment. Projects: Fence relocation, concrete storm gutter pour and tree removal.

7. Agenda Item #7 Board Member Comments

- a) Chairman Bristow recognized Trustee Sandoval who provided follow up insight into a Federal Grant program providing needed funding for Special Districts. Trustee Sandoval has been in contact with another special district who was

successful in obtaining grant money for land improvements. Discussion regarding necessary steps to obtain grants, improvement projects for Winters Cemetery and a champion(s) to lead the initiative ensued. Trustee Sandoval committed to continue research and contact with local representatives for support.

- b) Trustee Kilkenny inquired into structural integrity of maintenance shop for solar panel application and possible inspection of structural engineer.

8. Agenda Item #9 Adjournment

- a) With no further business, Chair Bristow called for a motion to adjourn. Trustee Bozarth made motion to adjourn, 2nd by Trustee Kilkenny. Motion carries with all ayes.

Revenues for the month of November 2024:

Name	Purchase	Paid	Certificate#	Receipt#
Armando Quezada	Niches	\$2250.00	1708	4513
Alfredo Rios	Plot	\$1825.00	1709	4514
Wendy Smaystrla for Tony Morales	Burial	\$1833.00		4515
David Duran for Maria E. Duran	Plot/Burial	\$3308.00	1710	4516
Leticia Rodriguez for Margarito Rodriguez	Plot/Burial	\$3908.00	1711	4517
Theresa Valdez-Correa for Marcos Rodriguez	Burial	\$2083.00		4518
Mike Carbahal for Michael J. Carbahal	Burial	\$1714.50		4519
Christine Walton for Frances K. Kato	Burial	\$1064.50		4520


Totals **\$17,986.00**


Acknowledge the sale of Burial Rights Certificates #1708 - 1711


Under penalty of perjury, I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District office front door by 12:30 p.m., Friday November 8, 2024.

Eric McDermott
District Manager









Sheila Carbahal, Board Clerk Approval



Board of Trustees

Date 1/8/2025