

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, February 14, 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 Larry Justus, Dennis Kilkenny and Viona Hague. Also, in attendance Board Clerk/Manager Sheila Carbahal and Grounds Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion to approve. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 4 PUBLIC COMMENTS - Chair Bristow after opening public comments presented information related to the Historical Society. He stated they are planning a blessing ceremony at the cemetery honoring Japanese residents of Winters, to be held on May 4, 2024, using our canopy and chairs. The Historical Society agrees to reimburse the cemetery for the special event insurance that will be obtained through YCPARMIA. Chair Bristow then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of January Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve January's regular meeting minutes as submitted. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of January Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Justus seconded the motion. Questions were asked regarding Pape, California Dept. TFA and Davis Enterprise. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all January claims approved totaling \$12,399.95)

c) Approval of 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 Certificate #1684. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

d) Acknowledge Receipt of FYE 2022-2023 Audited Financial Statements – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge receipt of Audited Financial Statements from Nigro and Nigro for Fiscal Year End 2022-2023. It was seconded by Vice-chair Bozarth and with no further discussion the motion carried with all ayes.

e) Acknowledge Receipt and Submission of the Special District Financial Transaction Report per Gov. Code Sec. 53891(a) – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the receipt of the Special District Financial Transaction Report and submission to the California State Controller's office. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

f) Yolo County Tax Defaulted Properties – Chair Bristow called for a motion or discussion. Trustee Kilkenny made the motion to approve the sale by public auction of tax defaulted Yolo

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JANUARY, 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>
01/02	510252	\$ 84.00	16780	Streamline
	510020	\$ 157.06	11515	Wave
	510220	\$ 170.38	10821	PG&E (Office)
01/05	510090	\$ 200.00	12451	PCA
	510110	\$ 53.93	10246	Alhambra
	51-various	\$ 166.18	13041	Pacific Ace Hardware
	510190	\$ 30.94	15354	Suisun Valley Fruit
	206070	\$ 466.00	16949	Calif. Dept. TFA
	510130	\$ 5655.00	10862	Cordeiro Vault
	510070	\$ 685.94	16213	Pape Machinery
01/11	510160	\$ 838.50	10118	Davis Enterprise
	510160	\$ 215.00	10118	Davis Enterprise
	510221	\$ 82.15	13249	City of Winters
	510170	\$ 260.62	10609	DeLage Landen Financial
	510071	\$ 377.99	15354	Suisun Valley Fruit
01/18	510203	\$ 1316.33	13019	Ramos Oil Company
	510071	\$ 64.34	13041	Pacific Ace Hardware
	510288	\$ 435.00	12489	Cache Creek Monuments
	510040	\$ 233.46	13369	Waste Management
01/26	510112	\$ 63.06	10029	Bank of America
	510112	\$ 31.63	13063	Caltronics/JJR Ent.
01/30	510070	\$ 161.31	16213	Pape Machinery
	510110	\$ 61.48	10246	Alhambra
	510220	\$ 44.57	10821	PG&E (Pump)
	510220	\$ 157.94	10821	PG&E (Maint bldg)
	510220	\$ 230.04	10821	PG&E (Office)
	510020	\$ 157.10	11515	Wave
Totals		\$12399.95		

County properties by the County of Yolo. It was seconded by Vice-chair Bozarth and Trustee Justus. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial and two niche cremation burials. Pugh Memorials monument company created some damage when installing a headstone with our grounds saturated from the rain. Myers Construction will begin work on the pump enclosure and bollards. The mapping software has been updated. Foreman Glide reported the following. All roads were swept with the rotary broom to remove loose gravel. A leak in the main line between Section 2 and 3 was repaired. Trees and bushes are being pruned and equipment has been serviced.

b) Current Budget – Manager Carbahal presented the budget with final numbers through December and preliminary numbers for January. Budget is on target with one exception for Maintenance Buildings and Improvements account #510071 due to the addition of the pump enclosure and bollards expense. Board members discussed the various reserve accounts and the amount of funds in unassigned fund balance. Trustee Kilkenny commented it would be prudent if we knew exactly how much of the unassigned fund balance money was available. Manager Carbahal and Trustee Kilkenny will meet to discuss this fund balance.

c) Correspondence – Notices for upcoming training days and annual conferences were received. A notice from Ramos Oil regarding Red Dye diesel could come in short supply in the near future. Vice-chair Bozarth commented they would probably replace it with the Carb product. County sent notice that the Treasury counter will be imposing limited hours of operation.

d) Investment Report – The Investment committee met and reviewed December’s quarterly statements. Both Principal and Endowment accounts have improved since last quarter with the Principal’s paper loss much lower and the Interest account had significant gains.

AGENDA ITEM NO. 7 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION ITEMS –

a) Personnel recruitment – Chair Bristow commented that Manager Carbahal recommends a special meeting to discuss retirement and the process that will be needed for the recruitment of personnel.

b) PCA 2024 Trainings and Conference - Notices were received regarding the several events scheduled. Manager Carbahal commented she will need confirmation if anyone plans to attend any of these events. Trustee Kilkenny stated he would like to attend the August Annual Conference.

AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow discussed the planning of the May Memorial Day Service. He reminded the members of our special meeting to be held on February 28th at 9:00am.

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 Justus. With all ayes the motion carried, the meeting adjourned at 10:30 a.m.

Revenues for the month of January 2024

		<u>Certificate # Receipt #</u>	
Garfield House for Connie House	Burial	\$2083.00	#4462
Lauren Sebastian/Michael Sebastian	Niche/Burial	\$1778.63	#1684 #4463
Irma Jimenez-Perez for Jose R-Zarate	Photo	\$ 264.00	#4464
BettyAnn Ireland for Mike L. Ireland	Burial	<u>\$2808.00</u>	#4465
TOTALS		\$6933.63	

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, February 9, 2024.

Sheila Carbahal

Sheila Carbahal
Manager/Board Clerk

J. G. Brown
Shirley A. Boyat
John Z. Bury
Tiona Haque
Larry W. Justus
Board of Trustees
3/13/2024
Date