

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, January 12, 2022**

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 Dennis Kilkenny, Larry Justus and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal and Foreman Nick Glide.

**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 December Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Justus 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 December Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all December claims approved totaling \$5549.77)

**c) Burial Revenues and Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, approve the sale of Burial Rights Certificate #1610-1611 and approve the pre-signing of Burial Rights Certificates #1614-1616. Trustee Justus 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 many visitors to the cemetery during December. She reported the City of Winters failed to submit form 433A to the County Assessor/Recorder on the completion of the permanent foundation for the modular office. She will meet with the County to make the necessary changes. Waste Management has confirmed that our three yard once a week dumpster requires no changes under the new AB1826 guidelines. No start date has been given on drilling the new well. Foreman Glide reported on the following. Cutting and lowering the grass and dirt around newly exposed cement copings, cleaned drain outlets on the west berm area. Two old graves needed fill dirt due to collapse. Continuing the mowing and trimming.

**b) Prior Fiscal Year Budget and Current Budget** – The budget was presented with County numbers through November and preliminary numbers through December. The Manager stated the budget is on target with Yolo County property tax revenues recorded. She added Solano County Property Tax revenues and the Pass Through revenues have yet to be received.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: DECEMBER, 2021**

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>
12/02	50-1110	\$ 28.76	10246	Alhambra
	50-1020	\$ 120.90	11515	Wave
	50-1152	\$ 75.00	16780	Streamline
	50-various	\$ 352.52	13041	Pacific Ace Hardware
	50-1260	\$ 23.82	10821	PG&E (Pump)
	50-1260	\$ 91.52	10821	PG&E (Maint)
	50-1071	\$ 597.01	34514	Winters Aggregate LLC
	50-1152	\$ 215.88	11322	Foothill Technical Sol.
12/08	50-1040	\$ 210.56	13369	Waste Management
	50-1260	\$ 91.05	10821	PG&E (Office)
	50-1070	\$ 86.36	12361	Pisani's Auto Parts
	50-1112	\$ 12.00	13063	Caltronics/JJR Ent.
	50-1261	\$ 78.26	13249	City of Winters
12/16	50-various	\$ 686.30	10029	Bank of America C/C
	50-1205	\$ 1796.00	13460	CAPC (Conf. Reg.)
12/23	50-1190	\$ 195.20	10609	DeLage Landen Financial
12/28	50-various	\$ 212.31	13041	Pacific Ace Hardware
	50-various	\$ 114.29	10098	Staples
	50-1249	\$ 264.60	12489	Cache Creek Monuments
	50-1110	\$ 36.88	10246	Alhambra
	50-1260	\$ 113.36	10821	PG&E (Maint)
	50-1260	\$ 26.29	10821	PG&E (Pump)
	50-1020	\$ 120.90	11515	Wave

**Totals** **\$ 5549.77**

Trustee Kilkenny had questions regarding the budget to date revenue column and the unfunded liability. The Manager responded the revenue column budget to date will be skewed because we receive revenue postings only two or three times within a year and the Unfunded Liability expense is paid once a year. The "Budget to Date" column shows what the projected amount would be, based upon the months completed and evenly distributed year to date. The "Actual YTD" column is the total of incoming and outgoing funds.

**c) Correspondence** – Vendor Valley Truck & Tractor has been purchased by Pape Machinery and a new credit application was requested. CSDA's Finance Corporation sent a letter on financing availability and low interest rates for Public agencies. The City of Winters sent notifications out on office closures at multiple locations due to the surge in Covid infections. Wave our phone and internet provider is changing their name to Astound.

**d) Investment Report** – Manager Carbahal stated December reports have not been received from Stifel Investments. The Investment Committee will meet after reports are received.

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

Trustee Kilkenny reminded the members and the manager that Board elections were to be held. The elections will be held in February.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS** – The Investment Committee will meet after February's regular meeting. The Manager will schedule a meeting with Trustee Kilkenny and Hague to review pay charts and possible changes.

**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 9:28 a.m.

**Revenues for the month of December 2021**

			<b>Certificate #</b>	<b>Receipt #</b>
Charles & Sherrilyn Wallace	Niche	\$ 921.45	#1610	#4326
Cecilia Morales for Vicente Morales Plot/Burial		<u>\$3350.75</u>	#1611	#4327

**TOTALS**

\$4272.20

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

Board of Trustees

Date