

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, July 13, 2022**

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

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 June 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 June Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. Board members had questions on claims from Foothill Technical, Bank of America, Horizon and Wave. Manager Carbahal explained the claims were IT and computer upgrades, purchase of flags, sprinklers and internet/phone charges. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all June claims approved totaling \$7626.14)

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 #1632-1634 and approve the pre-signing of Burial Rights Certificates #1636-1640. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Conflict of Interest Code – Amend Appendix A – Chair Bristow requested Manager Carbahal explain the need for amending the Conflict of Interest Code. She stated the Appendix A has an Executive Secretary listed as one who must file form 700 and there is no such job position. Chair Bristow called for a motion. Trustee Kilkenny made the motion to amend the COI Code Appendix A. It was seconded by Trustee Justus and with no further discussion the motion carried with all ayes.

e) Attendance at CAPC Education Seminar – Chair Bristow called for a motion. Trustee Justus made the motion to approve attendance at the October South Lake Tahoe Seminar. It was seconded by Trustee Hague. Members discussed whether or not they would attend. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JUNE, 2022

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>
06/02	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 152.97	11515	Wave
	50-1260	\$ 23.82	10821	PG&E (Pump)
	50-1260	\$ 78.92	10821	PG&E (Maint)
	50-1260	\$ 110.28	10821	PG&E (Office)
	50-various	\$ 252.83	13041	Pacific Ace Hardware
	50-1110	\$ 38.96	10246	Alhambra
	21-0300	\$ 250.00	XXXX	Michael Ransdell (Reimb)
	50-1190	\$ 100.00	2679	US Postal Service
	06/09	50-1210	\$ 1868.73	11322
50-1152		\$ 480.00	11322	Foothill Technical Sol.
50-1090		\$ 50.00	13003	Winters Chamber
50-1040		\$ 210.56	13369	Waste Management
50-1261		\$ 171.62	13249	City of Winters
50-various		\$ 283.60	15354	Suisun Valley Fruit
50-1071		\$ 974.51	10868	Horizon
06/23	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-various	\$ 1069.00	10029	Bank of America C/C
	21-0300	\$ 250.00	XXXX	Thomas Purtill (Reimb)
	50-various	\$ 205.79	13041	Pacific Ace Hardware
06/30	50-1070	\$ 214.32	15354	Suisun Valley
	50-1110	\$ 45.76	10246	Alhambra
	50-1260	\$ 26.29	10821	PG&E (Pump)
	50-1260	\$ 89.56	10821	PG&E (Maint)
	50-1260	\$ 169.09	10821	PG&E (Office)
	50-various	\$ 86.36	10098	Staples Credit
	50-1020	\$ 152.97	11515	Wave

Totals **\$7626.14**

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Well and Grounds Update – The Board discussed the timeline for the well and pump. Chair Bristow explained he had received calls related to the condition of the dry grounds and expected those public members in attendance to voice their concerns. As no public showed up the Board discussed ways on how to reduce the concerns the public might have with the continued dry grounds and stressed the need to keep weeds controlled. Manager Carbahal added another well driller had come in and would be available to drill if permit could be transferred. Manager Carbahal voiced concerns that this driller was not registered with the DIR and wouldn't be able to provide proper documentation needed.

b) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had three full and one cremation burial, three citizen complaints came in prior to release of balloons for the Michael Bazan funeral. Received calls regarding the condition of the dry grounds and a large redwood tree was removed due to disease. The Audit for FYE 2021-2022 is proceeding, abandoned plots processed a year ago has been received. A call was received from Eaton Drilling giving us drilling dates of September 6-12. No word received regarding the Niche designs. Foreman Glide's report stated they continue the ongoing spraying of weeds, watering trees and shrubs. Using the city's fire hydrant to fill water totes has increased efficiency with reducing the time it takes to fill the 250 gallon water totes, therefore they can spend more time watering.

c) Current Budget – The Manager presented the budget with final numbers through May and preliminary numbers through June. Revenues exceed appropriations by \$170,000.00. These funds were to have been used towards the drilling of the new well, niches and cement pads. These funds will transfer to the new budget for the same purpose.

d) Correspondence – Best, Best & Kreiger Attorneys rate notice increase effective July 1, 2022. Emails received from citizens regarding dry ground conditions.

e) Investment Report – The June report will be discussed next month.

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

a) Ground conditions – Chair Bristow stated ground conditions were previously discussed.

AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS – Trustee Hague requested discussion on balloon releases during funerals be placed on the agenda for next month.

AGENDA ITEM NO. 8 – ADJOURNMENT

Trustee Justus made the motion to adjourn. Vice-chair Bozarth seconded the motion. With all ayes the motion carried and the meeting adjourned at 9:40 a.m.

Revenues for the month of June 2022

			<u>Certificate #</u>	<u>Receipt #</u>
Mona & William Biasi	Plot	\$1200.00	#1632	#4361
PG&E	Refund	\$ 12.58		#4362
Carmina Caselli/Baldomero Ramos	Burial	\$1950.75		#4363
Rachel Bazan/Michael Bazan Jimenez	Plot/Burial	\$3458.00	#1633	#4364
Thomas Purtill	Plot	\$1000.00	#1634	#4365
Richard Kimes for Janet Kimes	Burial	\$ 964.50		#4366
TOTALS		\$8585.83		

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, July 7, 2022.

Sheila Carbahal

Sheila Carbahal
Manager/Board Clerk

Dee L...

Harry W. Gustus

Tiana Hancock

J. G. Brown

Shirley Coyak

Board of Trustees

8/10/2022

Date