

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, January 13, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, January 13, 2021, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

Vice-chair Joseph Bristow called the meeting to order noting the following Board members present and staff in attendance.

**Present:** Vice-chair Joseph Bristow, Trustee's Larry Justus, Timothy Bozarth and Viona Hague. Also in attendance Manager Sheila Carbahal and Foreman Nick Glide.

**Absent:** Chair Dennis Kilkenny

**AGENDA ITEM NO. 2 Action Item – Approval of Agenda**

Vice-chair Bristow called for a motion to approve. Trustee Bozarth made the motion to approve the agenda as written. There was a second from Trustee Hague. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 3 Public Comments**

Vice-chair Bristow opened and then closed public comments seeing no other public in attendance.

**AGENDA ITEM NO. 4 - ACTION ITEMS**

**a) Approval of December Regular Meeting Minutes** – Vice-chair Bristow called for a motion to approve. Trustee Justus made the motion to approve the minutes as submitted. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of December Submitted Claims** – Vice-chair Bristow called for a motion. Trustee Bozarth made the motion to approve the claims submitted, then asked about the claims from Ramos Oil and Eaton Pumps. Manager Carbahal responded Ramos Oil delivered the new fuel tank and gasoline and Eaton Pump replaced the new pump filter. The motion was then seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all December claims approved totaling \$13,564.53)

**c) Burial Revenues and Certificates Issued** – Vice-chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1582-1584. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**d) Offer – NOV Settlement Offer** – Manager Carbahal presented the settlement offer of \$881.00 made by the Yolo-Solano Air Quality Management District to settle a fine imposed for improperly using a fuel tank over 240 gallons per their restrictions. Although this requirement was unknown due to the current tank had been purchased in the early 1990's. Vice-chair Bristow called for a motion. Trustee Justus made the motion to reluctantly approve to pay the settlement fine. It was seconded by Trustee Hague. With no further discussion the motion carried with aye votes from Vice-chair Bristow, Trustee Justus and Trustee Hague. A nay vote was voiced by Trustee Bozarth.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: DECEMBER, 2020**

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

**FUND 6160**

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
12/03	50-1020	\$ 113.28	11515	Wave
	50-1152	\$ 75.00	16780	Streamline
	50-various	\$ 64.94	15354	Suisun Valley Fruit Grws
	50-various	\$ 261.71	12361	Pisani's Auto Parts
	50-1260	\$ 86.66	10821	PG&E (Office)
	50-1071	\$ 162.71	15614	Lemuria Nursery
	21-0300	\$ 250.00	XXXX	Maria Bernal (Reimb)
12/10	50-1110	\$ 34.33	10246	Alhambra
	50-1210	\$ 2381.90	13019	Ramos Oil Company
	50-1261	\$ 82.15	13249	City of Winters
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	50-1040	\$ 204.05	13369	Waste Management
12/17	50-1190	\$ 196.15	10609	DeLage Landen Financial
	50-various	\$ 825.70	10029	Bank of America C/C
12/24	50-1070	\$ 35.80	13019	Ramos Oil Company
	50-3020	\$ 6095.05	XXXX	Eaton Pumps
	50-1252	\$ 948.29	13019	Ramos Oil Company
12/30	50-various	\$ 95.18	10098	Staples Credit Plan
	50-various	\$ 601.14	13041	Pacific Ace Hardware
	50-1110	\$ 31.10	10246	Alhambra
	50-1260	\$ 105.91	10821	PG&E (Maint)
	50-1260	\$ 529.81	10821	PG&E (Pump)
	50-1260	\$ 104.55	10821	PG&E (Office)
	50-1020	\$ 114.12	11515	Wave

**Totals** **\$13564.53**

**e) Board Member Elections** – Vice-chair Bristow postponed this item until February’s meeting noting Manager Carbahal stated official word had not been received from Board of Supervisors on re-appointments of three of our board members.

**AGENDA ITEM NO. 5 - DISCUSSION ITEMS**

**a) Manager’s and Ground’s Foreman Report** – Manager Carbahal reported the following. Staff had one full and one Niche burial. The 550 gallon fuel tank was removed and replaced with a 240 gallon tank per requirement from the YSAQMD. The County has said they are working diligently to process our claims in a timely fashion in order to avoid late charges from our vendors. Mapping of Section #7 has begun. Foreman Glide reported the following. The crepe myrtle trees have been pruned, leaves mulched, weeding the slope and uncovering more cement copings in the old sections of six and seven. Foreman Glide also reported purchasing a back pack blower.

**b) Current Budget** – The County reports through November were received. Plot and burial sales were the only revenues recorded. Two service and supply accounts are over budget by two hundred dollars. The draft audit will be reviewed before payment of Nigro and Nigro’s invoice goes to County for payment.

**c) Correspondence** – Emails were received from CalPERS, CAPC, Best Best and Krieger. The County of Yolo requested a signed acknowledgement regarding our Auditor’s name who’s preparing the Special District Financial Transaction Report.

**d) Investment Reports** – The Investment Committee will meet and report once December’s reports have been received.

**e) Board Comments and Future Agenda Items** – Board member elections will be held in February.

**Revenues for the month of December 2020**

			<b>Certificate #</b>	<b>Receipt #</b>
Maria Palmerin for Leopoldo Guzman	Plot/Burial	\$3350.75	#1582	#4271
Terry & James Brockmeyer	Plots	\$2400.00	#1583	#4272
Stan & Sheri Lester	Plots	\$8400.00	#1584	#4273
Thomas Purtill for Joseph Purtill	Burial	<u>\$1264.50</u>		#4274
Total		\$15415.25		

The meeting was adjourned at 10:05 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District’s office front door by 12:30p.m., Thursday, January 7, 2021.

Sheila Carbahal  
Manager/Board Clerk

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Board of Trustees

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Date *2/10/2021*