

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, June 14, 2023**

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 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. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 4 PUBLIC COMMENTS** - Chair Bristow then opened public comments. Public member Rob Coman introduced himself as a Board member of the Historical Society stating he was here to thank the Winters Cemetery for again holding the traditional Memorial Day Service and he also wanted to view our board meeting.

**AGENDA ITEM NO. 5 CONSENT CALENDAR**

**a) Approval of May Regular and Special Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Hague made the motion to approve the May's regular and special meeting minutes as submitted. Trustee Kilkenny seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of May Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Questions were asked regarding Cordeiro Vault, Holt and Kyber invoices. Manager Carbahal answered, Cordeiro were cement vaults, Holt were repairs to the backhoe and Kyber was final invoice on the new Niches. With no further discussion the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all May claims approved totaling \$71,437.09)

**c) Approval of Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received and approve the pre-signing of Burial Rights Certificates #1666-1670. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

Chair Bristow called for the Board to proceed into Closed Session and asked all others to leave.

**CLOSED SESSION – GOV. CODE SECTION #54957 EVALUATIONS**

**OPEN SESSION resumed at 9:15 a.m.**

**d) Discuss and Approve Action from Closed Session** - Chair Bristow stated employee evaluations were reviewed and discussed for salary increases and then called for a motion. Trustee Kilkenny made the motion to accept and approve the evaluations for the three staff employees with increases for two on their pay charts and approve the recommended increase for the Manager. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: MAY, 2023**

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>
05/04	50-1110	\$ 52.74	10246	Alhambra
	50-1112	\$ 41.30	13063	Caltronics/JJR
	50-1020	\$ 153.55	11515	Wave
	50-1260	\$ 128.92	10821	PG&E (Office)
	50-1152	\$ 75.00	16780	Streamline
05/11	50-various	\$ 211.02	15354	Suisun Valley Fruit
	50-various	\$ 66.14	12361	Pisani's Auto Parts
	50-1071	\$ 59.03	10868	Horizon
	50-1261	\$ 78.26	13249	City of Winters
	50-1130	\$ 4995.00	10862	Cordeiro Vault Company
05/19	50-1040	\$ 224.13	13369	Waste Management
	21-0300	\$ 250.00	XXXX	Armando Quezada (Reimb)
	50-1070	\$ 7975.16	12530	Holt of California
	50-1190	\$ 341.06	10609	DeLage Landen Financial
	50-3020	\$54145.00	21386	Kyber Columbarium
	50-various	\$ 761.90	10029	Bank of America C/C
	50-1071	\$ 661.73	10868	Horizon
05/25	50-1112	\$ 29.17	13063	Caltronics/JJR Ent.
	50-1071	\$ 200.37	10868	Horizon
05/30	50-1260	\$ 250.45	10821	PG&E (Pump)
	50-1260	\$ 77.42	10821	PG&E (Maint)
	50-1260	\$ 127.30	10821	PG&E (Office)
	50-1020	\$ 153.55	11515	Wave
	50-various	\$ 181.61	15354	Suisun Valley Fruit
	50-various	<u>\$ 197.28</u>	13041	Pacific Ace Hardware
<b>Totals</b>		<b>\$71437.09</b>		

**e) Approve FYE 2023-2024 Budget Total Financing Sources** - Manager Carbahal presented and recommended the fiscal year 2023-2024 Budget be approved with budget items adjusted per prior meeting discussions. She stated any funds not appropriated were placed in contingency for the possibility of road projects. Chair Bristow called for a motion to approve. **Trustee Kilkenny made the motion to accept and approve the submitted Fiscal Year 2023-2024 Budget with Total Financing Sources in the amount of \$436,127. Trustee Justus seconded the motion.** Trustee Kilkenny asked if we could use the Unassigned Fund Balance funds for the road repairs and exactly how much is available. Manager Carbahal answered she was not clear on the exact amount of the available Unassigned Fund balance funds that can be used. She stated she will contact Chad Rinde with the County for clarification.

**f) Approve Nominee CSDA Board of Directors** – Chair Bristow called for a motion. Trustee Kilkenny made the motion for Manager Carbahal to submit our nominee preference to the CSDA Board of Directors. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried.

#### **AGENDA ITEM NO. 6 – INFORMATION ITEMS**

**a) Manager’s Report/Grounds Foreman Report** – The Manager reported the following. Staff had one full burial and one cremation burial. Memorial Day planning and Veterans list were updated for placement of flags for Memorial Day Service. An all-day computer training session was attended on June 8th with the County in preparation for the complete INFOR system changeover. The Memorial Day service was successful and well attended by the public. Foreman Glide reported the following. Many repairs were made to the irrigation system lines and it’s up and running with the grounds turning green. Spraying continues with herbicides and roundup to help combat the weeds.

**b) Current Budget** – The budget was presented with total figures received from the County through May. Manager Carbahal stated the County has reduced the revenues by \$34,896 due to an audit performed by the State Controller’s Office for 2016-2022. The Redevelopment Trust Fund amounts were calculated in error using the wrong formula by the County. The budget adjustment to transfer funds to Fixed Assets will be shown on the June 30, 2023, general ledger. Repairs on the backhoe caused the Maintenance Equipment account to go over budget. The fiscal year end closing will be delayed due to the County’s computer system changeover.

**c) Correspondence** – An email was received from the County’s Chief Financial Officer Chad Rinde announcing his departure from the County. Auditor’s Nigro & Nigro sent letters to be placed on our letterhead for audit purposes.

**d) Investment Report** – The Investment Committee will not meet until July.

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

**a) Policies** – Chair Bristow called for a motion on the presented policies for the newly installed niches and the new cement pads. Vice-chair Bozarth made the motion to approve the policies as written with a second from Trustee Hague. With no further discussion the motion carried.

**AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS** – Trustee Justus asked that the CalPERS rate increase for the PEPPRA members be discussed at the next meeting. Trustee Kilkenny added we should begin discussing adding additional help when needed.

**AGENDA ITEM NO. 8 – ADJOURNMENT** – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Trustee Kilkenny with a second from Trustee Hague. With all ayes the motion carried, and the meeting adjourned at 9:55 a.m.

**Revenues for the month of May 2023**

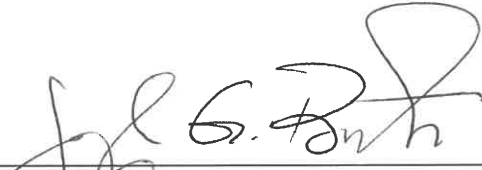




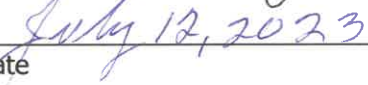
**Certificate # Receipt #**

Rhonda Petrillo for Helen Hosier	Burial	\$1950.75	#4410
Pamela Rudy for Verbena McGhee	Burial	\$1114.50	#4411
Nancy Gonnella for George Castro	Burial	\$1014.50	#4412
Karen Benson-Neil for John Benson	Burial	<u>\$1014.50</u>	#4413
TOTALS		\$5094.25	

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, June 9, 2023.



Sheila Carbahal  
Manager/Board Clerk

  
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Board of Trustees  
  
Date