

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, August 11, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, August 11, 2021, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chairperson Bristow called the meeting to order noting those members in attendance.

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

Absent: Trustee Larry Justus

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Bristow called for a motion to approve. Trustee Kilkenney made the motion to approve the agenda. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

Chair Bristow opened and closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of July Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenney seconded the motion. Trustee Hague questioned what the Cache Creek claim was for. Manager Carbahal responded, it was a bench for Section 11. Chair Bristow and Trustee Kilkenney commented on the amount that's paid to CalPERS for the Unfunded Accrued Liabilities. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all July claims approved totaling \$59,306.19)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenney made the motion to acknowledge the revenues received and the Burial Rights Certificates #1601-1605 sold. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Pump and/or Well Inspection, Repairs or Replacement – Chair Bristow asked the manager to give an update on the dry well situation. Manager Carbahal stated PG&E disconnected power to the pump on Tuesday, August 10th. We won't know the situation or condition of the well until Eaton Pump videos the inside of the well. She recommended the Board approve the estimate of \$63,000 for drilling a new well in order to place the Cemetery on Eaton's list to proceed as quickly as possible if the video shows the need for a new well. The estimate is for a four hundred (400) foot well and our current well is approximately one hundred thirty four (134) feet according to prior years information. The manager added this is an unforeseen expense that was not in the budget. She stated we can delay the cement pads in

WINTERS CEMETERY DISTRICT CLAIMS

Claims submitted during the Month of: JULY, 2021

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>
07/08	50-1110	\$ 23.32	10246	Alhambra
	50-1070	\$ 803.48	12361	Pisani's Auto Parts
	50-1070	\$ 565.81	15308	Baker Supplies
	??	\$ 109.62	13634	Joseph Bristow (Re-issue)
	50-0310	\$23954.00	24927	CalPERS (UAL)
07/15	50-1040	\$ 204.05	13369	Waste Management
	50-1052	\$ 571.18	10941	YCPARMIA (Property)
	50-1051	\$ 5000.00	10941	YCPARMIA (Gen/Auto)
	50-0390	\$ 5000.00	10941	YCPARMIA (W/Comp)
	50-1261	\$ 89.93	13249	City of Winters
	21-0015	\$ 175.00	9506	BOE/CDTFA
07/23	50-1156	\$ 1170.00	XXXX	County of Yolo/Legal
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-3070	\$18809.61	15308	Baker Supplies
07/29	50-various	\$ 62.78	13041	Pacific Ace Hardware
	50-1020	\$ 114.33	11515	Wave
	50-1110	\$ 49.30	10246	Alhambra
	50-1260	\$ 88.71	10821	PG&E (Maint)
	50-1260	\$ 1131.87	10821	PG&E (Pump)
	50-1210	\$ 1188.00	12489	Cache Creek Monuments

Totals **\$ 59,306.19**

Section #11 that was budgeted for. The Board discussed possible re-location of the well, chlorination process and cleanup after the well is dug. Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the cost for a new irrigation well to be dug if needed. Vice-chair Bozarth seconded the motion. A roll call vote was taken. Trustee Hague aye, Vice-chair Bozarth aye, Trustee Kilkenny aye and Chair Bristow aye. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

- a) Manager’s and Ground’s Foreman Report** – Manager Carbahal reported the following. Staff had two full burials and one ground cremation burial. The retention pond construction for increased holding and drainage should not interfere with our drainage based upon the three (3) improved drainage outlets. Budget and fiscal year end paperwork has been forwarded to the County. The new Grasshopper mower was delivered. A letter to Brett DunHam on an attempted unpaid cremation burial on the family plot was mailed out. The Audit for FYE 2020-2021 has begun with requested documentation being emailed and a phone interview. The pump is working at times to syphon enough water to water the trees. Foreman Glide reported they are watering the trees with the garden hoses and also filling with a 250 gallon water tote that he brought from home. They sprayed herbicide that targets Bermuda grass in ground covers on the berm area. The new mower is working well except in areas where cement copings are so deep.
- b) Current Budget** – The Manager presented the budget with revenues received and expenses through July. The County has not yet closed FYE June 30, 2021.
- c) Correspondence** – County of Yolo issues Health Order requiring mask wearing indoors for all. CSDA informed us that Streamline our website developer is no longer an affiliate and this might create an increase in the monthly fee. Payality our payroll processing company has been sold to Payroll People but assured us that no changes to our service will occur.
- d) Policies Reviewed** – The Manager stated she is still working on the policy manual but needed to shift her time to develop a new Employee handbook with current laws per a formal request from our insurance carrier YCPARMIA.
- e) Investment Reports** – The Committee reported the following. The Principal Endowment accounts shows a paper gain of \$16,851.79 for a total of \$266,851.79. The Principal Interest account shows a paper gain of \$10,862.08 for a total of \$104,862.08.
- f) Board Comments and Future Agenda Items** – The Board will review the status of the pump and well.

Revenues for the month of July 2021

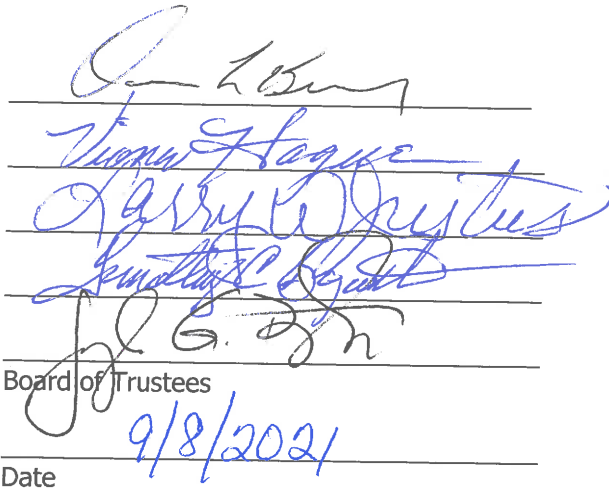
		<u>Certificate # Receipt #</u>	
Thomas Purtill for John E Purtill	Plot/Burial	\$2764.50	#1601 #4308
Diane Kellogg for Kevin M. Kellogg	Plot/Burial	\$3750.75	#1602 #4309
John A. Lopez	Plot	\$1200.00	#1603 #4310
Maricela Guzman	Plots	\$2800.00	#1604 #4311
Noemi Urenda/Javier Pelayo	Plots	<u>\$2800.00</u>	#1605 #4312
TOTALS		\$13315.25	

The meeting was adjourned at 9:55 a.m.

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, August 5, 2021.



Sheila Carbahal
Manager/Board Clerk



Board of Trustees

Date 9/8/2021