

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, November 9, 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 Larry Justus, Dennis Killkenny and Viona Hague. Also, in attendance Manager/Board Clerk Sheila Carbahal and Grounds Foreman Nick Glide.

**AGENDA ITEM NO. 3 Approval of Agenda and Public Comments**

Chair Bristow called for a motion. Trustee Killkenny made the motion to approve the agenda. Vice-chair Bozarth 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 October Regular and Special Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Hague made the motion to approve the regular and special meeting minutes as submitted. Trustee Killkenny seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of October Submitted Claims** – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all October claims approved totaling \$29,543.87)

**c) Approval of Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Killkenny made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1644-1645. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**d) County Statement of Intent** – Chair Bristow stated we need to acknowledge receipt of the County's Statement of Intent and inform them who will be preparing our Financial Transaction Report for Fiscal Year 2021-2022. Manager Carbahal added, as part of our contract with auditors Nigro & Nigro they will prepare that report. Trustee Killkenny made the motion to acknowledge receipt. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 5 – INFORMATION ITEMS**

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had one niche burial and one memorial service. The new computer was installed, and all programs were transferred successfully. The old email address will eventually be phased out and has been replaced. The auditors are waiting on the County for reports to complete our audit. The large flags will be placed on the grounds for Veterans Day on November 11<sup>th</sup>. Foreman Glide

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: OCTOBER, 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>
10/06	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 153.30	11515	Wave
	21-0300	\$ 250.00	XXXX	Christopher Fulton(Reimb)
	50-1071	\$ 322.13	34514	Winters Aggregate LLC.
	50-1071	\$ 1492.13	10868	Horizon
10/13	21-0015	\$ 306.00	9506	State of CA/CDTFA
	50-1261	\$ 284.43	13249	City of Winters
	50-1040	\$ 217.91	13369	Waste Management
10/20	50-3020	\$23205.00	21386	Kyber Columbarium
	50-1090	\$ 1645.00	10312	CSDA Member Services
	21-0300	\$ 250.00	XXXX	Lisa Correia
	50-1190	\$ 195.20	10609	DeLage Landen Financial
10/27	50-various	\$ 928.48	10029	Bank of America C/C
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	50-1260	\$ <u>54.29</u>	10821	PG&E (Office)

**Totals** **\$29543.87**

reported the leveling work has continued with Sections #6 and #7. Sections #11 and #15 were aerated and spraying for weed control is ongoing. The John Deere X-750 needed repairs.

**b) Current Budget** – The Manager presented budget numbers through September with preliminary numbers for October. She added, we should receive numbers from the County next month on the amount of Property Tax Revenues to expect.

**c) Correspondence** – Manager Carbahal received notice from our attorney that he is leaving the firm and she also received notice of the rising minimum wage in January 2023 and the effects on the minimum wage threshold for exempt employees.

**d) Investment Report** – The Investment committees report showed the Principal account with a paper loss and the Interest account still showing paper gains.

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

**a) Well Update and Niche Update** – The Manager reported Eaton drilling began the drilling on October 17<sup>th</sup> and was completed October 26<sup>th</sup>. Eaton Pumps began their process of flushing and to determine the size of the new pump needed on November 1st. They estimate their work will take at least ten days. The signed contract for the Niche foundation was sent to Cemeteries 101. Manager Carbahal stated the bids for the monument strips were received and needs an action. Chair Bristow called for a motion. Trustee Kilkenny made the motion to accept the low bid from Lebc Construction. It was then seconded by Chair Bristow. Vice-chair Bozarth recommended the Niche foundation be completed before the monument strips. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS** – Chair Bristow commented he will not be attending the March 2023 conference. Trustee Hague added that she would like to attend, and Trustee Kilkenny will decide later. Manager Carbahal stated that she will be attending also.

**AGENDA ITEM NO. 8 – ADJOURNMENT** - Trustee Kilkenny made the motion to adjourn. It was seconded by Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:40 a.m.

**Revenues for the month of October 2022**

		<b><u>Certificate # Receipt #</u></b>	
Edwin Lichwa for Noah A. Lichwa	Niche/Burial	\$1021.45	#1644 #4381
Michael & Elizabeth Colombo	Plots	<u>\$2800.00</u>	#1645 #4382
TOTALS		\$3821.45	

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, November 3, 2022.

Sheila Carbahal  
Manager/Board Clerk

*Don 25 May*

*Thom Hague*

*Kenneth Justice*

*Michael Beard*

*J. G. Rowe*

Board of Trustees

*12/14/2022*

Date