

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, July 12, 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 opened and then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of June Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve June's 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 Hague seconded the motion. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all June claims approved totaling \$9807.78)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and the sale of Burial Right Certificates #1662-1664. Vice-chair Bozarth seconded the motion. Trustee Justus questioned the Voided receipt. The Manager explained the June 23rd payroll had an error with not having CalPERS deductions withheld and assumed there was also an error with federal and state taxes. County said no other payment was needed so the personal check and receipt was voided. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had two full burials and one cremation burial. Fiscal year end documents and reports are being processed for the County. The Conflict-of-Interest changes by the FPPC have been finalized and received. The Auditor's have requested documents, the Niche planters are ready for planting and the new County INFOR system training day was intensive. The Manager gave updates on Board members needing Ethics and Harassment training. Foreman Glide reported the following. Many repairs were made to the irrigation system lines and valves. Mowing, trimming and repairs are ongoing. Equipment was purchased and the Grasshopper mower was serviced prior to the warranty expiration.

b) Current Budget – The budget was presented with preliminary numbers through June. Manager Carbahal stated she has not been informed if the County will be running the Fiscal Year-

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JUNE, 2023

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	50-1110	\$ 35.92	10246	Alhambra
	50-1152	\$ 75.00	16780	Streamline
	50-1152	\$ 432.80	11507	Legacy Mark LLC
06/09	50-1249	\$ 100.00	13634	Joseph Bristow
	50-1180	\$ 451.50	10118	The Davis Enterprise
	50-1071	\$ 148.56	10868	Horizon
	50-1190	\$ 114.00	2679	US Postal Service
	50-1261	\$ 78.26	13249	City of Winters
	50-1210	\$ 4263.18	15308	Baker Supplies & Repairs
	50-various	\$ 999.32	10029	Bank of America C/C
06/16	50-1040	\$ 224.13	13369	Waste Management
	50-1252	\$ 1592.76	13019	Ramos Oil Company
	21-0300	\$ 250.00	XXXX	Graciela Chavez
	50-1071	\$ 82.55	13041	Pacific Ace Hardware
06/23	50-various	\$ 79.90	15354	Suisun Valley Fruit Grws.
	50-1112	\$ 29.17	13063	Caltronics/JJR Ent.
	50-1190	\$ 260.62	10609	DeLage Landen Financial
06/26	50-1070	\$ 131.65	12361	Pisani's Auto Parts
06/29	50-1020	\$ 153.55	11515	Wave
	50-1260	\$ 155.19	10821	PG&E (Office)
	50-1260	\$ 84.47	10821	PG&E (Maint. Bldg)
	50-1110	\$ 65.25	10246	Alhambra

Totals **\$9807.78**

End June 30th reports or if that is now something that we will be required to complete on the new INFOR system.

c) Correspondence – An email response was received from Chad Rinde regarding our questions on Fund Balance amounts that can be used. CalPERS notification regarding data security breached on retiree accounts. The PCA and CAPC Conference notices were received and YCPARMIA insurance rates were received for the new fiscal year.

d) Investment Report – The Investment Committee is scheduled to meet today as reports for June 30th has been received.

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

a) Processing changes for Claims submitted to County – Chair Bristow asked Manager Carbahal to proceed. Manager Carbahal stated due to the new County’s system requiring the district to process and submit their own document claims into the new INFOR system the invoices will need to be processed and submitted when received without prior Board member signature unless the amount is over \$5000. Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the new forms for claim submissions. Vice-chair Bozarth seconded the motion and with no further discussion the motion carried with all ayes.

b) CalPERS Rate Increase for PEPRA Employees – Trustee Justus previously asked for this change to be explained. Manager Carbahal stated the CalPERS valuation reports stated no PEPRA fees (employees hired after January 2013) for the employer contribution portion will be charged this year.

c) Additional Help – Trustee Kilkenny requested this as an agenda item. Manager Carbahal commented, although the workload has increased due to the County requiring the District to process all manner of revenues, expenses and journal entries in the County’s INFOR system the additional help is not needed at this time.

AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Trustee Kilkenny asked that a project to get the roads paved be placed on the agenda. Board members asked for Section numbers and plots that are now for sale in the old sections due to reclaiming abandoned plots.

AGENDA ITEM NO. 9 – 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 Justus. With all ayes the motion carried, and the meeting adjourned at 9:50 a.m.

Revenues for the month of June 2023

			Certificate #	Receipt #
Jose Bermudez	Plots	\$2800.00	#1662	#4414
Maria Gastelum/Juan J. Gastelum	Plot	\$1200.00	#1663	#4415
Maria Gastelum/Maria C. Garcia	Plot	\$1200.00	#1664	#4416
Debbie Pedroia for Philip J. Snow	Burial	\$2208.00		#4417
Jose Bermudez/Adelina Bermudez	Burial	\$2058.00		#4418
Lease Direct/DeLage Landen	OP Refund	\$ 976.00		#4419
J.M. DeLaCruz	Niche Picture	\$ 264.00		#4420
Sheila Carbahal (CalPERS Emp. Deductions)		\$ 449.98		#4421
VOID		<u>0</u>		#4422
TOTALS		\$11155.98		

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, July 7, 2023.

Sheila Carbahal

Sheila Carbahal
Manager/Board Clerk

John G. Brown

Donna Maguire

Sam Z. King

Trina Hooper
Karyn W. Justices
Board of Trustees

Date *August 2, 2023*