

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, October 11, 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 Grounds 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 to approve. 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 September Regular Meeting Minutes – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve Septembers' regular meeting minutes as submitted. Trustees Kilkenny and Hague both seconded the motion. With no further discussion the motion carried with all ayes.

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

Claims submitted and approved.

(Please see attached sheet listing all September claims approved totaling \$2283.32)

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 the sale of Burial Right Certificates #1672-1674 and approve the pre-signing of Burial Rights Certificates #1676-1682. Trustee Hague seconded the motion. 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 four ground cremation burials and one niche burial. Our Abandoned plot request has been approved by the Yolo Superior Court with a November 2nd hearing date. Public Notices were placed in five locations and the Winters Express on two occasions as required. Two rows are remaining to complete the computer mapping of Section #9. The actuarial and GASB 68 reports are available for Board review. The grounds Foreman reported the following. Trimming of shrubs, trees, mowing and weed eating. Outdated sprinkler heads were replaced in sections #13 & 14 to maximize water usage.

b) Current Budget – The budgets for July, August and September were presented with preliminary numbers. The County is soon to close Fiscal Year Ending June 30, 2023, and monthly reporting will be brought current according to Manager Carbahal.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: SEPTEMBER, 2023

Claims processed under \$5000 limit sent to County INFOR System with Authorized Signature for County warrant payment. Claims over \$5000 requires both Authorized Signature and Board Member Signature prior to sending to County INFOR System for warrant payment.

FUND 7025

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
09/05	510110	\$ 80.72	10246	Alhambra
	510252	\$ 84.00	16780	Streamline
	510071	\$ 38.57	13041	Pacific Ace Hardware
09/08	209300	\$ 250.00	28309	Rosa Lucero(Reimb)
	510221	\$ 89.93	13249	City of Winters
09/11	510170	\$ 273.66	10609	DeLage Landen Financial
09/14	510040	\$ 233.46	13369	Waste Management
	51-various	\$ 425.80	10029	Bank of America C/C
09/18	510190	\$ 17.15	13041	Pacific Ace Hardware
	510071	\$ 200.37	10868	Horizon
	510112	\$ 76.37	13063	Caltronics/JJR Ent.
	510112	\$ 29.17	13063	Caltronics/JJR Ent.
09/25	510220	\$ 98.12	10821	PG&E – Maint. Bldg.
	51-various	\$ 77.59	12361	Pisani’s Auto Parts
	510071	\$ 105.79	15354	Suisun Valley Fruit
09/28	510220	\$ 202.62	10821	PG&E – Office
Totals		\$2283.32		

c) **Correspondence** – Received emails regarding addressing retaliation in the workplace, CSDA alert for Special Districts to support Assembly Constitutional Amendment 13. Yolo County will be updating its Climate Action and Adaptation Plan.

d) **Investment Report** – The Investment committee will be meeting after today’s Board meeting and the report will be presented at November’s regular meeting.

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

a) **Attendance at CAPC conference** – Board members Bristow and Hague attended the conference held in Sacramento with the following topics discussed. Green Burials, Legislative Updates, Agendas, Interment and Disinterment, Interviewing, Hiring and Check list for standard operating procedures. Chair Bristow suggested further research into green burials and its benefits. Trustee Hague discussed the topic of safety procedures during burials and asked to view the actual procedures in prepping for a casket and an in ground cremation burial.

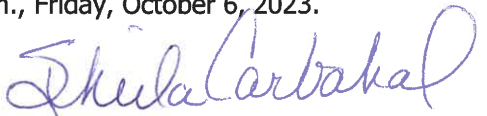
AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – No further comments were made from Board members.

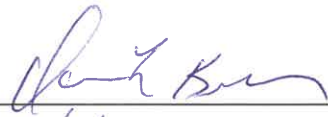
AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Trustee Kilkenny with a second from Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 9:45 a.m.


Revenues for the month of September 2023


			<u>Certificate #</u>	<u>Receipt #</u>
Angelina Leon	Plot	\$1425.00	#1672	#4436
Wayne Rainwater for Marjorie Rainwater	Burial	\$ 800.00		#4437
James Labrecque for Hubert And Jessie McKinney	Plot/Burial	\$2339.50	#1673	#4438
Betty Barriskill/Joseph Barriskill	Burial	\$1464.50		#4439
Rita Lopez for Jose B. Lopez	Plot/Burial	\$2014.50	#1674	#4440
Jerri Shrader for Freda M. Thomas	Burial	\$ 989.50		#4441
TOTALS		\$9033.00		


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, October 6, 2023.



 Sheila Carbahal
 Manager/Board Clerk



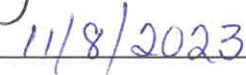








Board of Trustees



 Date