

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, April 14, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, April 14, 2021, 9:00 a.m. at the cemetery office.

ROLL CALL:

Vice-Chair Bozarth called the meeting to order stating Chairperson Bristow would not be in attendance and noting the following Board members present and staff in attendance.

Present: Vice-Chair Timothy Bozarth, Trustee's Larry Justus, Dennis Kilkenny and Viona Hague. Also in attendance Manager Sheila Carbahal and Foreman Nick Glide.

Absent: Chairperson Joseph Bristow

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Vice-Chair Bozarth called for a motion to approve. Trustee Justus made the motion to approve the agenda as written. With a second from Trustee Kilkenny. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

Vice-Chair Bozarth opened and then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of March Regular Meeting Minutes – Vice-Chair Bozarth called for a motion to approve. Trustee Kilkenny made the motion to approve the minutes as submitted. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

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

Claims submitted and approved

(Please see attached sheet listing all March claims approved totaling \$2368.18)

c) Burial Revenues and Certificates Issued – Vice-Chair Bozarth called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1593-1595 and the pre-signing of Burial Rights Certificates #1596-1600. Trustee Justus seconded the motion. Vice-Chair Bozarth asked what the labor charge income was for. Manager Carbahal responded, a family requested a headstone be removed as it is going to be replaced. 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 four ground cremation burials. A new sign was installed for Cemetery Drive, application and surveys were completed for YCPARMIA insurance changes. County Counsel Eric May has submitted a request for a court date related to 122 abandoned plots request. Board of Supervisors voted on allowing burned out property owners from other counties to apply their lower property tax amounts to homes purchased in Yolo County. Patricia Sanchez

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MARCH, 2021

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
03/04	50-1152	\$ 75.00	16780	Streamline
	50-1110	\$ 26.61	10246	Alhambra
	50-1260	\$ 105.16	10821	PG&E (Office)
	50-1020	\$ 114.39	11515	Wave
	50-1090	\$ 200.00	12451	Public Cemetery Alliance
	50-various	\$ 346.23	13041	Pacific Ace Hardware
	50-1070	\$ 63.70	10841	Valley Truck & Tractor
	50-1070	\$ 71.75	13460	Pisani's Service
03/11	21-0300	\$ 250.00	XXXX	Isabel Mejia (Reimburse)
	50-1261	\$ 82.15	13249	City of Winters
	50-1040	\$ 204.05	13369	Waste Management
	50-various	\$ 326.68	12361	Pisani's Auto Parts
03/18	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-various	\$ 193.79	10029	Bank of America C/C
03/25	50-1110	\$ <u>113.47</u>	10098	Staples Credit Plan
Totals		\$ 2368.18		

with the County's property tax division stated there have been two requests thus far that would result in the cemetery receiving lower tax revenue. Chair Bristow wanted it known that he would prefer the entire Board be in on discussions for the new manager. Manager Carbahal added that she is also continuing with the computer mapping and policy manual. Foreman Glide reported the following. He's fertilized, sprayed for weeds, placed the broom on the JDX485 for street sweeping, started regular irrigating of sections. The mowing, weed eating and unearthing of the cement copings continue on a regular basis.

b) Budget – The County general ledger report for February was received. Manager Carbahal stated revenues are exceeding what was originally projected. Trustee Kilkenny asked, what's the amount we're looking at? The Manager responded it could reach over seventy thousand dollars.

c) Correspondence – The following was received. A CAPC notice for Board of Directors Election. The Board of Supervisor's meeting regarding the action taken for the County of Yolo Assessor's Office property tax transfers. Notice of Fema reimbursements to individuals for funeral and burial cost related to Covid death.

d) Investment Reports – The Investment Committee will provide their quarterly report at next month's regular meeting.

e) Board Comments and Future Agenda Items – Board members request planning meeting have a quick review of last year's wish list.

Revenues for the month of February 2021

			Certificate #	Receipt #
Eusebia Ochoa for Eligio Ochoa	Burial	\$1950.75		#4289
Chris Patton for Laura Patton-Brown	Plot	\$1200.00	#1593	#4290
Chris Patton for Laura Patton-Brown	Burial	\$3150.75		#4291
Dennis Kilkenny	Plots	\$3600.00	#1594	#4292
Earl & Yvonne Stockton	Plots	\$3600.00	#1595	#4293
Jose Rodarte	Labor Charge	\$ 100.00		#4294
Ralph Cuberos Jr. for Ralph Cuberos	Burial	<u>\$1700.75</u>		#4295
Total		\$15302.25		

The meeting was adjourned at 10:15 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 4:00 p.m., Thursday, April 8, 2021.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

5/12/21
Date