

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, November 10, 2021**

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

**2. ROLL CALL:**

**Present:** Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Dennis Kilkenney, Larry Justus and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal.

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

Chair Bristow called for a motion. 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.

Chair Bristow opened public comments. Speaking as a public citizen Joseph Bristow explained the flooding that took place on his property on October 24<sup>th</sup> and 25<sup>th</sup> after six inches of rain. He stated that the flooding came from the cemetery between section one and five onto his neighbors back yard and then onto his. He suggested some options to alleviate the flooding.

**AGENDA ITEM NO. 4 CONSENT CALENDAR**

**a) Approval of October Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Vice-chair Bozarth made the motion to approve the regular meeting minutes as submitted. Trustee Kilkenney 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. Trustee Kilkenney made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Trustee Kilkenney asked if the Cordeiro claim was cement liners and the CSDA claim was dues for membership. Manager Carbahal replied, "Yes" to both. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all October claims approved totaling \$8511.85)

**c) Burial Revenues and Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenney made the motion to acknowledge the revenues received, approve the sale of Burial Rights Certificates #1608 and the pre-signing of Burial Rights Certificates #1611-1613. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

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

**a) Manager's and Ground's Foreman Report** – Manager Carbahal reported the following. Staff had one full, three ground cremations and one niche burial. Cement liners and urn vaults were ordered due to increased burials and to insure ample supplies on hand. Public members continue bringing their own water for graves due to our water shortage. With the last rain measuring six inches there was some storm runoff onto two neighboring properties near Section #5. Suggestions were given for options to alleviate the flooding. The large flags will be placed for Veterans Day. Foreman Glide's report stated that all storm drains were cleaned out. Trimming of all vines along the fences and they painted the canopy and then replaced the fiberglass panels on top.

**b) Prior Fiscal Year Budget and Current Budget** – The Manager presented the

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: OCTOBER, 2021**

The claims listed below were reviewed and approved by an Authorized Signature:

**FUND 6160**

<b><u>DATE</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR #</u></b>	<b><u>VENDOR NAME</u></b>
10/07	50-1260	\$ 163.11	10821	PG&E (Office)
	50-1152	\$ 75.00	16780	Streamline
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	21-0015	\$ 197.00	9506	BOE/CDTFA
	50-various	\$ 501.21	15354	Suisun Valley Fruit
10/13	50-1040	\$ 210.56	13369	Waste Management
10/22	50-1090	\$ 1866.00	10312	CSDA Member Services
	50-1210	\$ 960.73	10029	Bank of America C/C
	50-1190	\$ 208.63	10609	DeLage Landen Financial
10/28	50-1130	\$ 3515.00	10862	Cordeiro Vault Company
	50-1110	\$ 49.28	10246	Alhambra
	50-1260	\$ 76.51	10821	PG&E (maint)
	50-1260	\$ 23.82	10821	PG&E (pump)
	21-0300	\$ 250.00	XXXX	Rodolfo Garibay
	21-0300	\$ 250.00	XXXX	Gail Davis

**Totals** **\$8511.85**

fiscal year budget with County reports through September. She stated the budget is on target as budgeted.

**c) Correspondence** – CAPC sent out the yearly survey for burial cost and two questionnaires relating to water usage and issues faced by new general managers when first employed.

**d) Investment Report** – The Investment committee will meet following today’s Board meeting regarding the September 30<sup>th</sup> quarterly reports received.

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

**a) Well update** – Manager Carbahal informed the Board the County has approved our permit to drill a new well. She added the timeline has not been given to us by Eaton Drilling. Trustee Bozarth asked if we need to supply the water truck and water and what will be used to get the drilling spoils to the pit. Manager Carbahal responded, we will use water from City’s hydrants and the mode to move the spoils from the well to the pit will be similar to a large fire hose. Trustee Bozarth asked if anything special will need to be used to place over those hoses. The manager responded she was unsure of what will be needed at this time. Overall consensus of the Board members is to keep the current well listed as inactive at this time.

**AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS** – Trustee Kilkenny asked if the committee for pay rates will be meeting soon. The manager responded after the first of the year.

**AGENDA ITEM NO. 8 – ADJOURNMENT**

Trustee Kilkenny made the motion to adjourn. Trustee Hague seconded the motion. With all ayes the motion carried and the meeting adjourned at 9:50 a.m.

**Revenues for the month of September 2021**

			<b>Certificate #</b>	<b>Receipt #</b>
Cristina Bernal for Maria Bernal	Burial	\$1014.50		#4319
Brenda Jackson/Thalia Crites-Pinkham	Burial	\$1664.50		#4320
Steven Carrillo for Flora Carrillo	Burial	\$2100.75		#4321
Diane Kellogg	Plot	\$1400.00	#1608	#4322
Juanita Freix for Danny Martinez	Burial	<u>\$1014.50</u>		#4323
<b>TOTALS</b>		\$7194.25		

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 4, 2021.



Sheila Carbahal  
Manager/Board Clerk

Larry Santos  
Sammy C. Lopez  
Liona Aguero  
J. G. P. M.

Board of Trustees

12/8/2021  
Date