

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, October 13, 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 Larry Justus, Dennis Kilkenny and Viona Hague. Also in attendance Manager/Board Clerk Sheila Carbahal and Foreman Nick Glide.

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

Chair Bristow opened public comments. Board Clerk Carbahal stated with the new Notice format the Agenda approval was accidentally left off. Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion to approve the agenda. Vice-chair Bozarth seconded the motion. Trustee Kilkenny asked if we were going to vote on just the Consent Calendar as one. Chair Bristow responded we will vote on each. With no further discussion the motion carried with all ayes.

Chair Bristow then closed public comments seeing no other public in attendance.

**AGENDA ITEM NO. 4 CONSENT CALENDAR**

**a) Approval of September Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve the regular meeting minutes as submitted. Vice-chair Bozarth 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 Justus made the motion to approve the claims submitted. Trustee's Kilkenny and Hague seconded the motion. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all claims approved totaling \$7907.35)

**c) Burial Revenues and Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received and approve the sale of Burial Rights Certificates #1606-1607. Vice-chair Bozarth 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 burial. Public has been bringing water for their own plots. County has closed fiscal year ending June 30, 2021. Eaton Pump has gathered measurements for the new well and what will be needed during the drilling process. No start date can be given until the County approves the permit. Manager Carbahal also informed the Board that she is postponing her retirement without a date determined. Foreman Glide reported the following. A 275 gallon water tote tank was purchased for watering the trees, equipped it with valves and hoses for easier watering and serviced the water pump due to overheating issues. The west berm is being worked to eliminate the Bermuda grass in the ground cover. Also, organized the shop buildings and moved burial equipment into the old office for easier access and storage area.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

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

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>
09/02	50-1260	\$ 80.59	10821	PG&E (Maint)
	50-1260	\$ 222.67	10821	PG&E (Pump)
	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 114.33	11515	Wave
09/09	21-0300	\$ 250.00	XXXX	Jose A. Rodarte (Reimb)
	50-various	\$ 87.61	15354	Suisun Valley Fruit
	50-1010	\$ 43.43	12361	Pisani's Auto Parts
	50-1261	\$ 78.26	13249	City of Winters
	50-1260	\$ 181.33	10821	PG&E (Office)
09/15	50-1040	\$ 210.56	13369	Waste Management
	50-1070	\$ 3480.00	12893	Eaton Pumps
	50-various	\$ 2052.04	10029	Bank of America C/C
09/23	50-1190	\$ 195.20	10609	DeLage Landen Financial
	21-0300	\$ 250.00	XXXX	Heidi Garcia (Reimb)
09/30	21-0300	\$ 250.00	XXXX	Cassie Carter (Reimb)
	50-1020	\$ 114.33	11515	Wave
	50-1260	\$ 74.31	10821	PG&E (Maint)
	50-1260	\$ 24.64	10821	PG&E (Pump)
	50-1110	\$ 29.87	10246	Alhambra
	50-various	\$ 93.18	13041	Pacific Ace Hardware

**Totals** **\$7907.35**

**b) Prior Fiscal Year Budget and Current Budget** – The Manager presented the June 30, 2021, Fiscal Year Ending budget showing a fund balance of \$190,069. She presented the County's Balance sheet report showing our fund balance for the current year at \$147,730. The County's difference accounts for the accumulated depreciation change for the year. Current fiscal year is on target as budgeted.

**c) Correspondence** – A County notice regarding Special District Relief Funding through the California State Budget. The Manager commented based upon the requirements for submitting an application to receive funds due to Covid shut downs, we do not qualify because we had no lost revenues. The notice of SB1383 regulations on organic waste will become effective January 1, 2022. A County notice on vaccine mandate requirements for County employees.

**d) Investment Report** – The Manager stated that September reports were not received from Stifel Investments therefore the committee meeting will be held next month.

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

**a) Yolo Lafco Notice** – A notice regarding property owners wishing to annex their land. The Board determined the areas affected will not impact our property tax revenue and this was also stipulated in the Lafco notice. The form will be signed and returned to Yolo Lafco with no objections or comments.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS - None**

**AGENDA ITEM NO. 8 – ADJOURNMENT**






Chair Bristow adjourned the meeting at 9:55 am.

**Revenues for the month of September 2021**

			<b><u>Certificate #</u></b>	<b><u>Receipt #</u></b>
Rosa Arismendez for Ysidro & Guadalupe Arismendez	Niche/Burials	\$1671.45	#1606	#4315
Void				#4316
Jeanette Molina for Monte Molina	Burial	\$2250.75		#4317
Gail Davis for Randle Davis	Plot/Burial	<u>\$1964.50</u>	#1607	#4318
<b>TOTALS</b>		<b>\$5886.70</b>		

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, October 7, 2021.

  
 Sheila Carbahal  
 Manager/Board Clerk

  
  
  
  
  
 Board of Trustees

11/10/2021  
 Date