

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, May 10, 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 Manager/Board Clerk Sheila Carbahal.

AGENDA ITEM NO. 3 Approval of Agenda and Public Comments

Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

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

AGENDA ITEM NO. 4 CONSENT CALENDAR

a) Approval of April Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Hague 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 April Submitted Claims – Chair Bristow called for a motion. Trustee Justus made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Questions were asked if all cost for the well, pump and cement pads were final. Manager Carbahal replied, yes. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all April claims approved totaling \$83,592.09)

c) Approval of Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1657-1661. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial and a setup for a memorial service with previously buried remains. The final copy of the audit was received and forwarded to the County. The County requested copies of minutes approving all current major improvements. The City's water meter was removed. Graf family members questioned two plots that had been reclaimed by the Cemetery. The Board agreed based upon the ownership information to transfer those plots back to the Graf family. Cement pads, well and pump have all been completed. Due to illness no grounds foreman report was received.

b) Current Budget – The budget was presented with total figures received from the County through March, with preliminary numbers recorded for April. The manager stated there will be a budget adjustment for Fixed Assets. She's waiting to hear from the County on whether they want a simple adjustment or a complete budget change reflecting increased revenues and funds to be moved to appropriations.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: APRIL, 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>
04/07	50-1152	\$ 75.00	16780	Streamline
	21-0015	\$ 283.00	9506	CDTFA (Sales tax)
	50-1210	\$ 71.75	12361	Pisani's Service
	50-various	\$ 114.32	15354	Suisun Valley Fruit
	50-1261	\$ 78.26	13249	City of Winters
04/14	50-1040	\$ 224.13	13369	Waste Management
	50-1070	\$ 918.16	16213	Pape Machinery
04/20	50-various	\$ 2277.28	10029	Bank of America C/C
	50-3020	\$43583.57	12893	Eaton Drilling Co., Inc.
	50-3020	\$34631.00	XXXX	Lebco Construction, Inc.
04/27	50-1190	\$ 976.00	10609	DeLage Landen Financial
	50-1260	\$ 120.51	10821	PG&E (Maint.)
	50-1260	\$ 20.38	10821	PG&E (Pump)
	50-various	\$ 218.73	13041	Pacific Ace Hardware

Totals **\$83592.09**

c) Correspondence – The manager received the Management Representational Letter and Legal Letter for Fiscal Year 2022 from the auditors for placement on our letterhead and signature. Various emails from CalPERS regarding education webinars and a notification of the rate increase for all employees covered under PEPR. Classic member employees will continue to pay 8% while PEPR member employee rates will increase to 7.75%.

d) Investment Report – The Investment Committee met April 12, 2023, to review status of the Endowment Funds with Stifel. The reports show a paper loss on the Principal account with a paper gain on the Interest account.

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

a) Conflict of Interest per Government Code Section 87306 - The Manager had previously presented to all Board members and employees the required form from the FPPC with changes to the Conflict-of-Interest Code. The form provided for public commenting period until May 26, 2023. If no public objects, the FPPC will move forward with the changes.

b) Charge Cards - Chair Bristow explained that Trustee Kilkenny had asked for the Cemetery to consider using charge cards. Manager Carbahal commented that she would prefer not to move to this manner of payment from the public at this time. Board members agreed to delay implementing the use of charge cards.

c) By-laws and Trustee’s Compensation – Chair Bristow called for discussion and or motion. Board members discussed that an increase in compensation was warranted based on surveys from other cemeteries. Trustee Kilkenny made a motion to increase the compensation to \$60 per meeting not to exceed \$120 in any given month to commence with the new fiscal year beginning July 1, 2023. It was seconded by Trustee Justus. Manager Carbahal stated she will add the additional cost into the new Fiscal Year budget. With no further discussion the motion carried with all ayes.

d) Fee Increases – Chair Bristow called for discussion and motion. Manager Carbahal explained the last fee increase was 2016 and cost have risen. Due to the new cement pad areas in Section #11 and the new Niches, prices will need to be increased to cover the cost and for future improvements. These fee increases will need to be posted twice in the newspaper to allow for public input and sales will begin starting July. Trustee Justus made the motion to approve, with a second from Trustee Kilkenny. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS - Chair Bristow commented we will have our planning meeting on May 31, 2023.

AGENDA ITEM NO. 8 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. Trustee Justus made the motion to adjourn with a second from Vice-chair Bozarth. With all ayes the motion carried, and the meeting adjourned at 10:23 a.m.

Revenues for the month of April 2023

			Certificate # Receipt #	
Juan M. Gastelum		Plot	\$1200.00	#1657 #4407
Derrick Thomas	(3)	Plots	\$4200.00	#1658 #4408
Chad Thomas		Plot		#1659
Michael Thomas		Plot		#1660
Ana Gonzalez for Abel Gonzalez		Plot/Burial	<u>\$3858.00</u>	#1661 #4409
TOTALS			\$9258.00	

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., Thursday, May 4, 2023.

Sheila Carbahal

Sheila Carbahal
Manager/Board Clerk

John G. Brown

Shirley Beatty

Wendy Hagan

Ken & Bev
Harry W. Justice
Board of Trustees
6/14/2023

Date