

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

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, March 10, 2021, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chairperson Bristow called the meeting to order noting the following Board members present and staff in attendance.

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

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

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

AGENDA ITEM NO. 3 Public Comments

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

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of February Regular Meeting Minutes – Chair Bristow 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 February Submitted Claims – Chair Bristow called for a motion. Trustee Justus made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion and then asked about the Bank of America credit card charges. Manager Carbahal responded, a new monitor was purchased for the Zoom meetings and State of California titling fees on the modular. Vice-chair Bozarth asked for clarification on Waste Management fees and Chair Bristow asked about PG&E claims. Manager Carbahal stated Waste Management fees charge for a 3 yard dumpster serviced once a week and there are three PG&E meters billed separately. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all February claims approved totaling \$7116.77)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1589-1592. Vice-chair Bozarth seconded the motion. 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 one full burial and one ground cremation burial. No word has been received from County Counsel regarding our request to have plots abandoned returned to the Cemetery. The 2020 Compensation Report has been filed with the State Controller's office, we are awaiting final review copy of Audit from Nigro & Nigro. Numbers were given of available niches and upright

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: FEBRUARY, 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>
02/04	50-1152	\$ 75.00	16780	Streamline
	50-various	\$ 97.54	15354	Suisun Valley Fruit Grws
	50-various	\$ 77.72	12361	Pisani's Auto Parts
	50-1151	\$ 3000.00	16881	Nigro & Nigro PC
02/12	50-1261	\$ 82.15	13249	City of Winters
	50-1040	\$ 204.05	13369	Waste Management
	50-1152	\$ 120.00	XXXX	Foothill Technical
02/18	40-4002	\$ 700.00	XXXX	Dale Patterson (Refund)
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-various	\$ 890.73	10029	Bank of America C/C
	21-0300	\$ 250.00	XXXX	Frank Nieto (Reimb)
02/25	50-1112	\$ 41.90	13063	Caltronics Business
	50-1071	\$ 341.71	15614	Lemuria Nursery
	50-various	\$ 122.04	10098	Staples Credit Plan
	50-1260	\$ 115.55	10821	PG&E (Maint Bldg)
	50-1260	\$ 37.19	10821	PG&E (Pump)
	21-0300	\$ 500.00	XXXX	John Lopez (Reimb 2)
	50-1071	\$ <u>265.99</u>	10868	Horizon

Totals **\$7116.77**

headstone area gravesites and the footage for additional cement rows. All Board members and staff have completed the Harassment training and certificates are posted to the Website. In honor of our buried Veterans, flags will be placed for Memorial Day. Foreman Glide reported climbing rose bushes were planted on the southern fence, an axle was made for a small trailer in order to be able to use it. Continued weed eating, mowing and unearthing copings are ongoing. Buried headstones and bricks marking graves have been found in Section #6 and #7.

b) Budget – The County reports for December and January were received. Reporting revenues posted in the amount of \$236,156. Manager Carbahal noted burial revenues in January were not recorded by the County due to their computer systems down. Budget appears on target and strong. Cost for irrigating will go over budget due to increased cost and lack of rain this season.

c) Correspondence – Several webinar and zoom meeting flyers for training were received. YCPARMIA emailed applications from CARMA and ERMA underwriting services for employment practices. Both companies are reviewing member information to ascertain if lowering cost measures are feasible.

d) Investment Reports – Reports received showed Endowment Principal at \$268,132.98 down \$44.78 from January. Endowment Interest at \$104,231.80 with a slight gain of \$232.99.

e) Board Comments and Future Agenda Items – Board members requested the cost on the niche, concrete estimates for more pads in Section #11 and approximate cost for adding new niches.





Revenues for the month of February 2021

			Certificate #	Receipt #
Cecilia Hernandez for Betty Chavez	Plot/Burial	\$1964.50	#1589	#4283
Alma Rodarte/Bertha & Jaime Rodarte	Niche/Burial	\$1271.45	#1590	#4284
John Haywood(Replacement check on receipt #4278)		\$1700.75		#4285
Daniel & Diane Burnette	Plot	\$1000.00	#1591	#4286
Juan Pena for Bertha Pena	Niche/Burial	\$1221.45	#1592	#4287
Mary Humphrey/LuluBelle/Lewis Deckert	Burial	<u>\$1414.50</u>		#4288
Total		\$8572.65		

The meeting was adjourned at 10:25 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District's office front door by 12:30p.m., Thursday, March 4, 2021.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

4/14/2021
Date