

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, March 9, 2022**

1. Chairperson Bristow called the meeting to order.

**2. ROLL CALL:**

**Present:** Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Dennis Kilkenny, Larry Justus and Viona Hague. Also attending Manager/Board Clerk Sheila Carbahal and Foreman Nick Glide.

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

Chair Bristow called for a motion. Trustee Kilkenny 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 then closed public comments seeing no other public in attendance.

**AGENDA ITEM NO. 4 CONSENT CALENDAR**

**a) Approval of February Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Justus made the motion to approve the regular meeting 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 Kilkenny made the motion to approve the claims submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all February claims approved totaling \$2316.43)

**c) Burial Revenues and Certificates Issued** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to acknowledge the revenues received, approve the sale of Burial Rights Certificates #1613-1617 and approve the pre-signing of Burial Rights Certificates #1618-1621. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**d) Solano County Board of Supervisors Resolution #2022-21** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to accept Resolution #2022-21 consenting to Solano County Board of Supervisors to sell by Public Auction all listed tax defaulted properties. Trustee Justus seconded the motion and 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 two in ground cremation burials and one Niche burial. There are three burials that were scheduled over a year ago waiting for family to re-schedule and ten cremations recently scheduled. Documents were sent to State of California HCD for registering and titling the modular office as a permanent structure and Cemetery ownership. Computer mapping of old sections is continuing. Ground penetrating radar services completed sections #1-7 for burials and water lines. Few burials were found with no headstones. No new information on date for drilling the well. Foreman Glide reported on the following. Grounds men are making cement markers for GPR burials found, deteriorated markers made years ago by former grounds crew and for those

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: FEBRUARY, 2022**

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> |
|--------------------|-----------------------|----------------------|------------------------|---------------------------|
| 02/07              | 50-1152               | \$ 75.00             | 16780                  | Streamline                |
|                    | 50-1260               | \$ 150.93            | 10821                  | PG&E (Office)             |
|                    | 50-1260               | \$ 123.59            | 10821                  | PG&E (Maint)              |
|                    | 50-1260               | \$ 24.64             | 10821                  | PG&E (Pump)               |
|                    | 50-1110               | \$ 43.74             | 10246                  | Alhambra                  |
|                    | 50-1020               | \$ 152.70            | 11515                  | Wave                      |
| 02/10              | 50-1040               | \$ 210.56            | 13369                  | Waste Management          |
|                    | 50-1090               | \$ 200.00            | 12451                  | Public Cemetery Alliance  |
| 02/17              | 50-1190               | \$ 196.58            | 10609                  | DeLage Landen Financial   |
|                    | 50-1261               | \$ 78.26             | 13249                  | City of Winters           |
|                    | 50-various            | \$ 845.39            | 10029                  | Bank of America C/C       |
| 02/24              | 50-1112               | \$ 50.04             | 13063                  | Caltronics/JJR Ent.       |
|                    | 50-1249               | \$ 165.00            | 12489                  | Cache Creek Monuments     |
| <b>Totals</b>      |                       | <b>\$2316.43</b>     |                        |                           |

burials with temporary markers that are several years old. Repairs to the dethatcher was made due to rock damage and weeds were sprayed throughout the grounds.

**b) Current Budget** – The budget was presented with County numbers through January and preliminary numbers through February. The Manager commented that January and February were slow burial months but revenues are expected to exceed what was projected overall.

**c) Correspondence** – A Lafco notification for El Macero Service Area SOI amendment was received for recommendations or comments. CalPERS and CSDA emails were received.

**d) Investment Report** – The Investment Committee reported on the period ending December 31, 2021. The Endowment Principal's account balance reported as \$261,721.66. The Endowment Interest account balance reported as \$106,858.07.

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

**a)** Board members discussed whether or not the Ground Penetrating Radar services was worth the cost. Trustee Kilkenny responded that it was a necessary cost in obtaining the abandoned plots in the old sections of the cemetery. Manager Carbahal stated when she was questioned by the Judge, he asked if we know that there are no burials in those 119 locations. She informed the Judge, the Cemetery would be using the GPR service to aid us when we reclaim and then resell those Burial Rights. The Board and staff discussed having a Memorial Day service. Information and suggestions will be brought back to the Board in April.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS** – The Board discussed and requested Manager Carbahal purchase items for a basket to raffle at the CAPC conference on March 10-12.

**AGENDA ITEM NO. 8 – ADJOURNMENT**

Trustee Kilkenny made the motion to adjourn. Vice-chair Bozarth seconded the motion. With all ayes the motion carried and the meeting adjourned at 10:25 a.m.

**Revenues for the month of February 2022**

|                                    |              |                  | <b><u>Certificate #</u></b> | <b><u>Receipt #</u></b> |
|------------------------------------|--------------|------------------|-----------------------------|-------------------------|
| Ryan Gonnella for Edity Gonnella   | Niche/Burial | \$1021.45        | #1613                       | #4331                   |
| Laura Dean/George & Delores Oliver | Burials      | \$2364.50        |                             | #4332                   |
| Joseph & Maria Sais                | Plots        | \$2800.00        | #1614                       | #4333                   |
| Maria Sais & Rosie Rodarte         | Plot         | \$1200.00        | #1615                       | #4334                   |
| Armando Quezada/Osvaldo Quezada    | Plot/Burial  | \$3750.75        | #1616                       | #4335                   |
| Tom Pearse for Richard Filippi     | Plot/Burial  | <u>\$3150.75</u> | #1617                       | #4336                   |
| <b>TOTALS</b>                      |              | \$14287.45       |                             |                         |

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, March 3, 2021.



Sheila Carbahal  
Manager/Board Clerk

John G. B...  
John G. B...

Harry D. Justus  
Harry D. Justus

Board of Trustees  
4/13/2022

Date