

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
Tuesday, May 21, 2024**

1. CALL TO ORDER: Chair Bristow called the meeting to order at 9:00 a.m

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

2. ACTION ITEM - APPROVAL OF AGENDA - 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.

3. PUBLIC COMMENTS: Chair Bristow opened and noted a public member in attendance. He introduced himself as Tom Martian a project manager with Ponticello Enterprises. Chair Bristow commented we will close public comments at this time and move this discussion to the next item of business on the agenda.

4. DISCUSSION AND OR ACTION ITEMS:

a) Discuss/Approve electrical improvement upgrades – Chair Bristow called for discussion and or approval. Mr. Martian again introduced himself and explained in detail the process for soliciting three contractors to bid on the electrical upgrades and improvements. He added if bids come in over the \$60,000 amount, they will be rejected and a formal bidding process is required. Board members asked questions and Mr. Martian stated it should be a relatively easy project since the main components for electrical access are there. He added the one difficulty will be the water lines underneath the roadway. With the help of Foreman Glide the contractors will closely watch for the main water lines as they dig. Vice-chair Bozarth made the motion to approve up to \$56,000.00 for the electrical project. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

b) Approve Auditor's Engagement Letter for FYE 2023-2024 – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve with a second from Trustee Justus. Trustee Justus commented he thought there were some restrictions to having the same auditor after five consecutive years. Manager Carbahal commented that she thought that also but after her contact with the Atascadero Cemetery manager who was a previous fraud investigator she stated there is nothing that legally prevents us from using the same auditor. Nigro & Nigro have two employees that have worked on our audits. With no further discussion the motion carried with all ayes.

c) Review Current Budget for 2023-2024 - Chair Bristow called for Manager Carbahal to discuss the current budget. Manager Carbahal presented the updated budget with current numbers through April. She added, unexpected additional revenues were received from Solano County and considering preliminary expense figures for May and June our revenues should exceed expense appropriations by \$200,000.00, which can be used towards the roads project refurbishing. Board members discussed that money to be used for the new projects.

Chair Bristow called the Board into Closed Session with Manager Carbahal as the Cemetery's designated representative for Closed Session discussion and excused others in attendance.

**CLOSED SESSION – GOV. CODE SECTION #54957.6. (a)
OPEN SESSION**

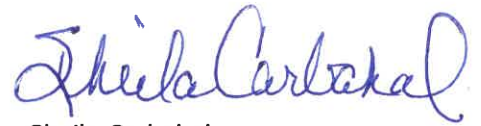
d) Discussion Closed Session and Pre-Budget Planning for FYE 2024-2025 –

Chair Bristow stated pay charts, salaries and benefits were discussed and suggested to the designated representative for budget purposes with no formal action taken. The fiscal year planning for 2024-2025 was presented and discussed. The Board reviewed for the current fiscal year, all finances including revenues from property taxes, pass throughs, plot sales and burials, expenditures with comparisons from prior years. The burial counts, plots remaining for sale, status of major equipment and future planning. The board discussed the future equipment purchases and projects to be included in fiscal year 2024-2025 budget planning. There will be added cement pads in Section #11 north of the new niches, new office awning for weather protection and roads to be refurbished.

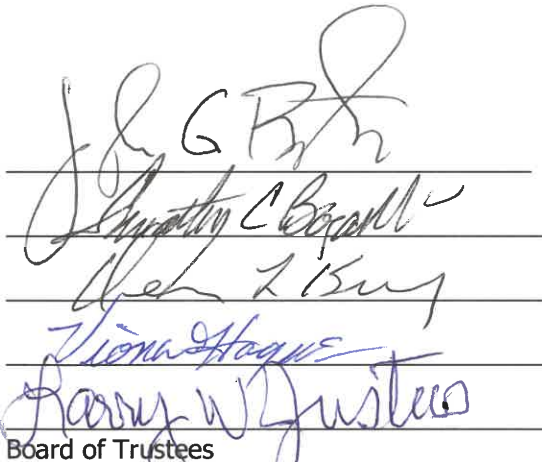
e) Board Comments – No further comments were made.

f) Adjournment – Chair Bristow called for a motion to adjourn. Trustee Justus made the motion to adjourn, with a second from Vice-chair Bozarth. With no further discussion the motion carried with all ayes and the meeting adjourned at 10:25 a.m.

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., Friday, May 17, 2024.



Sheila Carbahal
Manager/Board Clerk



Board of Trustees

6/12/2024
Date