

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, January 10, 2024**

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 Board Clerk/Manager Sheila Carbahal and Grounds Foreman Nick Glide.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve the agenda. Trustee Kilkenny made the motion to approve. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 4 PUBLIC COMMENTS - Chair Bristow opened and then closed public comments seeing no other public in attendance. Trustee Justus commented he wanted to wish Trustee Hague a happy birthday.

AGENDA ITEM NO. 5 CONSENT CALENDAR

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

b) Approval of December Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Hague seconded the motion. Chair Bristow questioned the numerous claims for Pisani's. Manager Carbahal stated each invoice is required to be submitted separately to the County and Foreman Glide responded it was for both tires, repairs and parts from Pisani's Auto Parts. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all December claims approved totaling \$5952.34)

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 Certificates #1682 -1683 and approve the pre-signing of Burial Rights Certificates #1686-1688. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

d) Board Member Elections per Health & Safety Code #9028(a)(b) – Chair Bristow called for elections to begin. Trustee Kilkenny asked that each position's nomination proceed separately. Trustee Kilkenny made the motion to retain Manager Carbahal as Board Clerk. It was seconded by Trustee Justus and with no objections the motion carried with all ayes. Trustee Kilkenny nominated Trustee Bozarth as Vice-chair with a second from Chair Bristow and with no objections the motion carried with all ayes. Trustee Justus made the motion to re-appoint Trustee Bristow as Chairperson. With a second from Vice-chair Bozarth and no objections the motion carried with all ayes.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

a) Manager's Report/Grounds Foreman Report – The Manager reported the following.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: DECEMBER, 2023

Claims processed under \$5000 limit sent to County INFOR System with Authorized Signature for County warrant payment. Claims over \$5000 requires both Authorized Signature and Board Member Signature prior to sending to County INFOR System for warrant payment.

FUND 7025

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
12/05	510252	\$ 84.00	16780	Streamline
	510221	\$ 101.60	13249	City of Winters
	510110	\$ 47.52	10246	Alhambra
	510020	\$ 157.06	11515	Wave
	510070	\$ 58.87	12322	JB's Power Equipment
	510040	\$ 233.46	13369	Waste Management
12/12	510170	\$ 260.62	10609	DeLage Landen Finan.
	51-various	\$ 186.29	12361	Pisani's Auto Parts
	510010	\$ 44.66	15354	Suisun Valley Fruit
12/15	51-various	\$ 123.44	12361	Pisani's Auto Parts
12/20	510112	\$ 29.17	13063	Caltronics/JJR Ent.
	510070	\$ 161.18	22213	Pisani's Service
12/27	510251	\$ 4000.00	16881	Nigro & Nigro PC
	510220	\$ 67.08	10821	PG&E (Pump)
	510220	\$ 147.39	10821	PG&E (Maint)
	209300	\$ 250.00	XXXX	Lucinda Eder (Reimb)
Totals		\$ 5952.34		

Staff had two full burials and two in ground cremation burials. Cement vaults were ordered from Cordeiro. Two benches for the Niche area were ordered. The estimate for the pump enclosure and bollards should be received soon. The Auditor requested more detailed information from the County. The mapping software additions and corrections should be completed soon. Foreman Glide reported all trees were fertilized, leaves are being picked up daily and equipment repairs are being made.

b) Current Budget – Manager Carbahal presented the budget with up-to-date reports through November and preliminary numbers through December. She presented the new INFOR Trial Balance and General Ledger Transaction reports. Trustees agreed to continue receiving the excel report and include one of the new INFOR reports.

c) Correspondence – The County shared information regarding the staffing changes within Yolo County’s Department of Financial Services and who will be our initial contact person. Information from the Office of Emergency Services was received regarding the G-402 course and how to familiarize individuals for supporting incident management when needed.

d) Investment Report – The Investment committee will meet following the current meeting.

AGENDA ITEM NO. 7 – BOARD MEMBER DISCUSSION AND/OR POSSIBLE ACTION

ITEMS - Chair Bristow commented with the current manager retiring this year, he suggested the Board members will need to be more involved with helping each other learn more of what information each member knows about the cemetery and how they can share their knowledge to benefit each other and help in the transition with a new manager.

AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Board members had no more final comments.

AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Vice-chair Bozarth with a second from Trustee Hague. With all ayes the motion carried, the meeting adjourned at 9:55 a.m.

Revenues for the month of December 2023

		Certificate # Receipt #	
Charlene Tanski	Plot	\$1825.00	#1682 #4458
Dewayne Swink for P. Mark Swink	Burial	\$1314.50	#4459
Frances Ramos for John L. Ramos	Burial	\$2083.00	#4460
Laura Bermudez-Ramos for Carmen Medina	Plot/Burial	<u>\$3308.00</u>	#1683 #4461
TOTALS		\$8530.50	

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, January 5, 2024.

Sheila Carbahal
Manager/Board Clerk

John G. Roth

Suzette Beaulieu

Jan 2 King

Karyn L. Justus

Board of Trustees

Vivian Hague

Date

2/14/2024