

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

1. Chairperson Bristow called the meeting to order.

2. ROLL CALL:

Present: Chair Joseph Bristow, Vice-chair Timothy Bozarth, Trustee's Dennis Kilkenney, Larry Justus and Viona Hague. Also in attendance 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 Kilkenney 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 January Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenney made the motion to approve the regular meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of January Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenney made the motion to approve the claims submitted. Trustee Justus seconded the motion. There was a question about the City of Winters claim. Manager Carbahal responded that's the deposit paid for the water meter when we drill. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all January claims approved totaling \$6008.25)

c) Burial Revenues and Certificates Issued – Chair Bristow called for a motion. Trustee Kilkenney made the motion to acknowledge the revenues received and approve the sale of Burial Rights Certificate #1612. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

d) H & S Code #9028(a)(b) Board Member Elections – Chair Bristow stated Board member elections were to have occurred in January. After discussions Trustee Kilkenney made the motion to nominate the current slate of officers Chair Bristow, Vice-chair Bozarth and Board clerk Manager Carbahal. Trustee Justus seconded the motion. Trustee Kilkenney added that Chair Bristow is doing a good job as current chair and is a good representative of the cemetery at city functions. Roll call vote was taken by the Board Clerk: Chair Bristow aye, Trustee Kilkenney aye, Vice-chair Bozarth aye, Trustee Hague aye, Trustee Justus aye. 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 one full burial with many visitors looking for family burials. The computer mapping of older sections of the cemetery continues. The 2021 payroll compensation report was completed

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JANUARY, 2022

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> |
|--------------------|-----------------------|----------------------|------------------------|---------------------------|
| 01/07 | 50-1152 | \$ 75.00 | 16780 | Streamline |
| | 50-1260 | \$ 131.61 | 10821 | PG&E (Office) |
| 01/13 | 50-various | \$ 119.72 | 12361 | Pisani's Auto Parts |
| | 21-0015 | \$ 161.00 | 9506 | State of CA/CDTFA |
| | 50-1071 | \$ 215.47 | 10868 | Horizon |
| 01/20 | 50-1261 | \$ 89.93 | 13249 | City of Winters |
| | 50-1190 | \$ 204.96 | 10609 | DeLage Landen Financial |
| | 50-1040 | \$ 210.56 | 13369 | Waste Management |
| 01/27 | 50-1151 | \$ 3000.00 | 16881 | Nigro & Nigro PC |
| | 50-1190 | \$ 1500.00 | 13249 | City of Winters (Deposit) |
| | 40-4190 | <u>\$ 300.00</u> | XXXX | Carol Armstrong (Refund) |
| Totals | | \$6008.25 | | |

and forwarded to the State Controller's Office. An employee went home ill and tested positive for Covid-19. Others employees were tested with negative results. Auditors have completed the Special District Financial Transaction Report and forwarded it to the State Controller's Office. Foreman Glide reported low spots on the grounds are being filled, trees are being pruned and headstones are being repaired where needed.

b) Current Budget – The budget was presented with County numbers through December. The manager stated two service and supply accounts are over budget due to unforeseen cost or difference of coding from the County.

c) Correspondence – The new Special District Board Member handbook was provided by CSDA. A credit application was received from Pape Machinery due to their purchase of our vendor Valley Truck & Tractor.

d) Investment Report – Manager Carbahal stated December reports were received from Stifel Investments, the Investment Committee is scheduled to meet after our current meeting.

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

a) Ground Penetrating Radar Services – Manager Carbahal presented a proposal for services from GeoModel for \$10,546.00. She stated this was received after agenda packets were sent out. GeoModel will survey all of Sections 1-7 looking to locate possible burials in unmarked graves that the District will request a return to Cemetery ownership through the Yolo Superior Courts according to Health and Safety Code section #9069 (a-i). Chair Bristow called for a motion. Trustee Kilkenny made the motion to hire the services of GeoModel. It was seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

b) Pay Step/Salary Review Committee – The committee will present findings and their recommendations at the May planning meeting.

AGENDA ITEM NO. 7 – BOARD MEMBER'S FINAL COMMENTS – The Board requested Manager Carbahal contact another well drilling company due to the delay with Eaton's start date. Chair Bristow informed the Board members of his award of Senior Citizen of the year from the City of Winters for the amount of volunteer work he performs. He was congratulated by all.

AGENDA ITEM NO. 8 – ADJOURNMENT

Trustee Kilkenny made the motion to adjourn. Trustee Hague seconded the motion. With all ayes the motion carried and the meeting adjourned at 10:10 a.m.

Revenues for the month of January 2021

| | | | Certificate # | Receipt # |
|--|---------------|------------------|----------------------|------------------|
| Angelica Cerros | Niche picture | \$ 264.60 | | #4328 |
| William Ramos/John Ramos III | Plot/Burial | \$3950.75 | #1612 | #4329 |
| Carol Armstrong for John and Virginia Gonzales | Burials | <u>\$1614.50</u> | | #4330 |
| TOTALS | | \$5829.85 | | |

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, February 3, 2021.

Sheila Carbahal
Manager/Board Clerk

J.G. P.S.
Trustee Board
Gary Justice
Tim Hague
C. L. B.

Board of Trustees

3/9/2022
Date