

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, May 8, 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.

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

**AGENDA ITEM NO. 4 PUBLIC COMMENTS** - Chair Bristow opened, then closed public comments seeing no other public in attendance.

**AGENDA ITEM NO. 5 CONSENT CALENDAR**

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

**b) Approval of April Submitted Claims** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Justus seconded the motion. Chair Bristow asked for clarification on the CDTFA and Horizon claims. Manager Carbahal responded our sales tax collected is paid to the California Department Tax and Fee Administration and we purchase our irrigation controllers and valves from Horizon. With no further discussion the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all April claims approved totaling \$3348.97)

**c) Approval of April Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1687-1689 and approve the pre-signing of Certificates #1691-1695. It was seconded by Vice-chair Bozarth. With no further discussion the motion carried with all ayes.

**d) Approval of Management Proposal for Capital Improvements** – Chair Bristow called for a motion. Trustee Justus made the motion to retain Ponticello Enterprises for their project management services. Trustee Hague seconded the motion. Trustee Kilkenny asked if this was the only proposal and Manager Carbahal responded yes. Board members discussed in detail the services to be performed. Trustee Kilkenny asked if Ponticello Enterprises would be willing to attend the Planning Meeting on May 21<sup>st</sup>. Manager Carbahal stated she will request their attendance. With no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 6 – INFORMATION ITEMS**

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had two full and two cremation burials, sales are increasing in the new headstone and niche areas. Memorial Day preparations for veterans listing and mapping have begun. YCPARMIA will be on site this month conducting appraisals of buildings, pump and well area. The Planning meeting is scheduled for May 21<sup>st</sup>. Foreman Glide's report stated irrigation repairs, mowing, weed eating and spraying herbicide for weed control is ongoing. He also repaired equipment. Board

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: APRIL, 2024**

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**

<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>
04/03	510252	\$ 84.00	16780	Streamline
	510220	\$ 147.50	10821	PG&E (Office)
	510110	\$ 25.76	10246	Alhambra
	510020	\$ 157.10	11515	Wave
	510071	\$ 87.24	13041	Pacific Ace Hardware
	510071	\$ 21.44	13041	Pacific Ace Hardware
	51-various	\$ 45.44	12361	Pisani's Auto Parts
04/05	450001	\$ 225.00	28800	Lianne Shafer(Ref. on Plot)
	510070	\$ 139.35	22213	Pisani's Service
	51-various	\$ 90.77	12361	Pisani's Auto
04/12	209300	\$ 250.00	28826	Maria Gonzalez (Reimb)
	510040	\$ 233.46	13369	Waste Management
	510221	\$ 78.26	13249	City of Winters
	510252	\$ 270.00	11322	Foothill Technical
	206070	\$ 280.00	16949	CDTFA
04/23	51-various	\$ 237.31	10029	Bank of America C/C
	510170	\$ 260.62	10609	DeLage Landen Financial
	510070	\$ 40.26	12322	JB's Power
04/26	510070	\$ 9.67	12322	JB's Power
	510053	\$ 87.00	10941	YCPARMIA
	510070	\$ 75.06	13041	Pacific Ace Hardware
	510112	\$ 14.78	13063	Caltronics/JJR Ent.
	510071	\$ 488.95	10868	Horizon
<b>Totals</b>		<b>\$3348.97</b>		

members discussed the number of burials per plot and questioned if policy should be changed to allow more in each plot. The manager explained we decreased the number in 2016 due to public complaints with mowers running over headstones. Section #11 was discussed as an area for multiple cremations with cement pads for the headstone. Vice-chair Bozarth suggested research on concrete work. This topic will be further discussed at the Planning meeting.

**b) Current Budget** – The budget was presented with final numbers through March and preliminary numbers through April. The Manager stated one account is over budget and if added electrical work proceeds prior to the end of this fiscal year there will need to be a budget adjustment moving funds from contingency to building and improvements. She stated the budget is in good shape and revenues will exceed appropriations.

**c) Correspondence** – PCA application for June seminar, Mosquito Vector and CalOsha policy Notification was received.

**d) Investment Committee** - The Investment Committee presented the Endowment Funds statement for quarter ending March 31, 2024. The Endowment Principal account’s paper loss had decreased to \$5620.80 for a balance of \$244,379.12. The Endowment Interest account’s paper gain was now \$20,969.66 for a balance of \$114,969.66.

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

**a) Personnel Recruitment Posting** – Chair Bristow asked for an update. Manager Carbahal stated all Cemetery publications, Yolo County listings, Winters Express newspaper and the website has listed the open job announcement for the new manager’s position. She stated one application has been received thus far.

**b) Accept Board Member Resignation Letter** – Chair Bristow commented we’ve all now seen the letter of resignation submitted from Board member Larry Justus and I need a motion of acceptance. Trustee Kilkenny responded I regrettably must make this motion to accept this letter of resignation from our fellow Board member Trustee Larry Justus effective July 1, 2024. It was seconded by Chair Bristow. All fellow Board members and staff commented how sorry they are to see Larry resign. With no further discussion the motion carried with all ayes.

**c) Memorial Day Service** – Chair Bristow commented that this subject was discussed during the managers’ report.

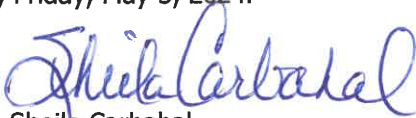
**AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS** – Chair Bristow asked if Ponticello’s project manager would be willing to come to our Planning meeting to answer some questions. The manager stated she will send an email and request attendance if available.

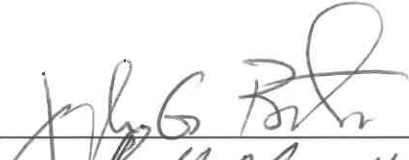
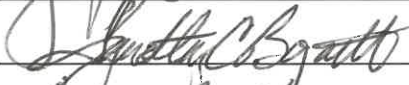


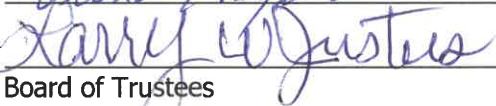
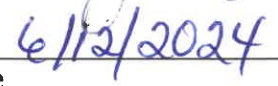
**AGENDA ITEM NO. 9 – ADJOURNMENT** – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Trustee Kilkenny with a second from Vice-chair Bozarth. With all ayes the motion carried, the meeting adjourned at 10:15 a.m.

**Revenues for the month of April 2024**

			<b>Certificate #</b>	<b>Receipt #</b>
Cheryl Felsch	Niche	\$1325.00	#1687	#4473
Darlene Fernandez for Dolores A. VanAmber	Burial	\$1300.00		#4474
Rebecca & Stephen Griffey	Plots	\$3650.00	#1688	#4475
Maria Duran for David Duran	Plot/Burial	\$3908.00	#1689	#4476
Walter Skinner for Gerald and Carlyse Lindahl	Burials	\$2439.50		#4477
Jessica Kilkenny for Earl Stockton	Burial	<u>\$2083.00</u>		#4478
<b>TOTALS</b>		<b>\$14705.80</b>		

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 3, 2024.

  
Sheila Carbahal  
Manager/Board Clerk

  
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Board of Trustees  
  
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Date