

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, April 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 both Vice-chair Bozarth and Trustee Justus. 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 March Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve March's regular meeting minutes as submitted. Vice-chair Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of March Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Trustee Hague seconded the motion. A question was asked of the claim to Suisun Valley. Foreman Glide responded that was for fertilizer and spray. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all March claims approved totaling \$7,741.33)

c) Approval of March 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 Certificate #1686 and approve the pre-signing of Certificates #1689-1690. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

d) Approval of Inquiring to Submit RFP's for an Auditor – Chair Bristow asked Manager Carbahal to explain prior to calling for a motion. Manager Carbahal stated we need to send out a request for a proposal for a new auditor after our five-year contract with Nigro and Nigro ended after the completion of fiscal year ending June 30, 2023, audit. A new auditor must be solicited. Vice-chair Bozarth made the motion to approve with a second from Trustee Justus. 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 cremation burials, barricades were removed after the pump fence area was painted and granite benches have been placed near the new niches. The 2023 Compensation Report has been submitted to the State Controller. The mapping of section #9 was completed and there was a software correction made to the mapping areas near the new niches. The planning meeting dates were presented, and the Board agreed to Tuesday, 9:00 am on May 21st. YCPARMIA will be completing building appraisals during May. Manager recruitment notices will be sent out. The Memorial Day service has been scheduled with flags to be placed on May 24th. Board members

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MARCH, 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

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>
03/01	510252	\$ 84.00	16780	Streamline
	510220	\$ 192.91	10821	PG&E (Office)
	510110	\$ 31.76	10246	Alhambra
	510160	\$ 20.00	13460	CAPC
	510020	\$ 157.10	11515	Wave
	209300	\$ 250.00	28704	Jose Maldonado(Reimb)
03/08	510221	\$ 82.15	13249	City of Winters
	51-various	\$ 153.43	13041	Pacific Ace Hardware
03/12	510071	\$ 2065.64	15354	Suisun Valley
	510070	\$ 37.11	15354	Suisun Valley
	510040	\$ 233.46	13369	Waste Management
	510170	\$ 233.98	10609	DeLage Landen Financial
03/21	51-various	\$ 33.20	13041	Pacific Ace Hardware
	530060	\$ 3317.50	11507	Legacy Mark LLC
	510071	\$ 249.66	13041	Pacific Ace Hardware
03/27	510190	\$ 103.88	12322	JB's Power Equipment
	209300	\$ 250.00	28776	Cynthia M Carrion(Reimb)
03/28	510220	\$ 90.54	10821	PG&E (Pump)
	510220	\$ 155.01	10821	PG&E (Maint Bldg)
Totals		\$ 7741.33		

agreed that Manager Carbahal begin the search for a project manager for the electrical and roads improvement projects. Foreman Glide reported the following. Painting of the two surrounding fences around the pump and well, fertilized, added grass seed where needed and weed eating and mowing is continuing. Irrigation of all sections has begun due to the warmer weather.

b) Current Budget – Manager Carbahal presented the budget with final numbers through February and preliminary numbers through March. She stated the building maintenance account is over budget. There will be a needed budget adjustment presented in May or June for 2023-2024 for the Fixed Asset account adding computer software upgrades to this fixed asset.

c) Correspondence – PCA information newsletter was received for the Santa Cruz seminar. Various emails received from CalPERS, PG&E and CSDA.

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

a) Personnel Recruitment Notice – Manager Carbahal presented rough draft information for the job announcement for a new District manager. Trustee Kilkenny commented, a correction should be made regarding the beginning salary amount will be for a forty (40) hour work week. Chair Bristow inquired about questions being asked on the application and if it’s legal to ask. Manager Carbahal answered that this application was obtained from Vacaville Cemetery that used an HR consultant for their hiring. Board members agreed to various changes and corrections to be made to the Job Announcement notice and this will then be posted to the website, sent to the various cemetery associations and posted in the Winters Express.

c) Memorial Day Services and Historical Society May 4th Event – Chair Bristow stated he has scheduled the participants for the Memorial Day Service. He added, Floyd Shimomura and he viewed the area where the Japanese blessing event will take place in Section #2 on May 4th.


AGENDA ITEM NO. 8 – BOARD MEMBER’S FINAL COMMENTS – Chair Bristow asked for final comments. Trustee Justus questioned whether a new gate was included in the improvement projects. Manager Carbahal responded not the gate just the electrical for a future gate. He added this was an idea that had been considered a few years ago and asked if there’s enough funds for this. Board members voiced opinions and stated this idea should be discussed at a future meeting.

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 9:51 a.m.

Revenues for the month of March 2024

			Certificate #	Receipt #
Cynthia Carrion for J. St. John & C. Richards	OT	\$ 800.00		#4469
Lauren Sebastian/Mike Sebastian	Photo	\$ 264.00		#4470
Juanita N-Dean (Partial Pmt) for Dolores Van Amber	Burial	\$ 414.50		#4471
Elizabeth Ramirez for Jeff A. Lorenzo	Plot/Burial	<u>\$3308.00</u>	#1686	#4472
TOTALS		\$4786.50		

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, April 5, 2024.


 Sheila Carbahal
 Manager/Board Clerk

J. G. Brown
M. J. [unclear]
L. [unclear]
Viona Hague
Larry W. [unclear]

Board of Trustees

5/8/2024
Date