

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, June 12, 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. Also, in attendance Board Clerk/Manager Sheila Carbahal and Foreman Nick Glide. Trustee Hague arrived at 9:05am.

AGENDA ITEM NO. 3 Approval of Agenda - Chair Bristow called for a motion to approve. 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 May Regular and Special Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve both May's Regular and Special Meeting minutes. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

b) Approval of May Submitted Claims – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. Questions were asked regarding claims from Cache Creek Monuments and Yolo County Council. Manager Carbahal responded, we purchased two benches from Cache Creek and the other was legal cost from County Council on the abandoned plots submittal change to the Superior Court. With no further discussion the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all May claims approved totaling \$10,225.99)

c) Approval of May 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 #1693-1694 and approve the pre-signing of Certificates #1696-1700. It was seconded by Vice-chair Bozarth. Vice-chair Bozarth questioned the asterisk next to the Eldridge name. The manager explained it was the same person but two sales made on different days. With no further discussion the motion carried with all ayes.

d) Approval of Resolution #2024-01 FYE 2023-2024 Budget Adjustment – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve Resolution #2024-01. It was seconded by Vice-chair Bozarth. Chair Bristow asked the manager to explain. Manager Carbahal stated we will be moving funds from Contingency to the Fixed Asset accounts to cover the electrical upgrades if completed in June and the mapping software additions that were made. With no further discussion the motion carried with all ayes.

**CLOSED SESSION – GOV. CODE SECTION #54957 EVALUATIONS
OPEN SESSION**

e) Discuss and Approve Recommendations from Closed Session – Chair Bristow stated the Board discussed and reviewed the employee's evaluations and approved the changes to the pay step charts with salary increases. He then called for a motion. Trustee Justus made the

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MAY, 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>
05/01	510252	\$ 84.00	16780	Streamline
	510110	\$ 58.88	10246	Alhambra
	510020	\$ 156.98	11515	Wave
	510070	\$ 13.68	12322	JB's Power
	510190	\$ 3024.00	12489	Cache Creek Monuments
	510220	\$ 303.94	10821	PG&E (Pump)
	510220	\$ 85.98	10821	PG&E (Maint)
	510220	\$ 91.08	10821	PG&E (Office)
05/07	51-various	\$ 320.02	10868	Horizon
	510071	\$ 268.66	10868	Horizon
	510221	\$ 82.15	13249	City of Winters
	209300	\$ 250.00	28888	Betty Ireland (Reimb)
	209300	\$ 250.00	28889	Juanita Dean (Reimb)
05/15	510170	\$ 263.53	10609	DeLage Landen Financial
	510040	\$ 233.46	13369	Waste Management
	510203	\$ 1486.66	13019	Ramos Oil Company
05/16	51-various	\$ 408.19	10029	Bank of America C/C
05/17	510256	\$ 200.00	JE	Yolo County Counsel
05/20	510190	\$ 267.05	28920	Pisani's Auto Parts
05/23	51-various	\$ 107.22	13041	Pacific Ace Hardware
	510071	\$ 90.00	13041	Pacific Ace Hardware
05/28	510220	\$ 845.70	10821	PG&E (Pump)
	510220	\$ 106.19	10821	PG&E (Maint)
05/29	209300	\$ 250.00	XXXX	Dewayne Swink (Reimb)
	510110	\$ 63.88	10246	Alhambra
	510220	\$ 155.60	10821	PG&E (Office)
05/30	510071	\$ 20.33	15354	Suisun Valley Fruit
	51-various	\$ 356.98	28920	Pisani's Auto Parts
	51-various	\$ 131.83	13041	Pacific Ace Hardware
	209300	\$ 250.00	XXXX	Walter Skinner (Reimb)
Totals		\$10225.99		

motion to approve with a second from Vice-chair Bozarth. The Board added they wanted Foreman Glide and Art to know how well the grounds are being maintained.

f) Approve Budget FYE 2024-2025 Total Financing Sources – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve The Total Financing Sources in the amount of \$775,500.00. It was seconded by Vice-chair Bozarth. Manager Carbahal explained, due to the Appropriations limit specific accounts and projects were either reduced or eliminated from the preliminary budget presented at the planning meeting. Trustee Kilkenny responded, if the money is there how can they limit what the district spends. The Board discussed how this would change the scope and determine what can be spent for the road's restoration. The Manager added we have never come close to exceeding the Appropriations limit and will research the Appropriations limitation further and contact the Board with any possible changes. With no further discussion the motion carried with all ayes.

g) Approve County Fiscal Year End Documents – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to accept and approve the County FY 2024-2025 Authorization Form, District Officials and Other Information Form by naming Manager Sheila Carbahal as the person to call for Budget questions. It was seconded by Trustee Kilkenny. 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 a total of nine burials. The original Niche has five spaces remaining, YCPARMIA was on the grounds appraising the buildings for the five-year review. The Workplace Violence Prevention Policy was submitted to YCPARMIA for review before Board approval. The first group of documents was requested and sent to the Auditors for audit of FY 2023-2024. Memorial Day Service was a successful event. The Project manager on the electrical project has sent out the request to three bidders. Two responded and a local contractor Ample Electric came in with the lowest bid of \$46,499. The project to begin in a few weeks. Manager Carbahal added we've received five applications for the manager's position. Foreman Glide reported in preparation for Memorial Day Service all headstones were trimmed and mowed, sprinklers were repaired for leaks and younger trees were being hand watered due to high heat. Demo tested an aera-vator that will improve the ground below the surface of the grass.

b) Current Budget – The budget was presented with final numbers through April as May had not been closed by the County. The Manager stated that the revenues are far exceeding expenses due in part to the sale of plots and an increase in burials. She added even if the cost of the electrical project is expensed in this fiscal year, we will be adding close to \$200,000 to our fund balance for future needed projects. The Board discussed the funds in Unassigned Fund Balance and commented the district has the funds for the necessary projects.

c) Correspondence – Lebco's proposal on cement pads and Baker Supplies estimate on Equipment was received.

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

a) Board Meeting July 10th to Honor Retiring Board Member Larry Justus – Chair Bristow commented as of July 1, 2024, Larry Justus will be retiring as a member of this Board. He stated there are three possible members of the community that have shown interest in becoming a Board member.

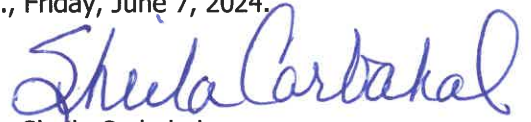
AGENDA ITEM NO. 8 – BOARD MEMBER'S FINAL COMMENTS – Chair Bristow commented that the manager will be notifying the Board of Supervisors of Trustee Justus' resignation and added hopefully we will have some applications in.





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 10:09 a.m.

Revenues for the month of May 2024


			Certificate #	Receipt #
Winters Historical Society	(Reimb Ins)	\$ 87.00		#4479
Caltronics	(Refund)	\$ 201.73		#4480
Rafaela Lopez	Plots	\$3650.00	#1690	#4481
Helen Hemenway/Mary Hemenway	Burial	\$1064.50		#4482
Jose Gutierrez/Rosa M. Gutierrez	Plots/Burial	\$4533.00	#1691	#4483
Rafaela Lopez/J. Guadalupe Lopez	Burial	\$2083.00		#4484
Dennis Eldridge/Kathryn Eldridge	Niche/Burial	\$1021.45*	#1692	#4485
Claudia Close/John & Nina Lewis	Niche/Burial	\$1771.45	#1693	#4486
Dennis Eldridge/Daniel Ferrari	Niche/Burial	\$1021.45*	#1692	#4487
Maria Duran	Plot	<u>\$1825.00</u>	#1694	#4488
TOTALS		\$17258.58		

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, June 7, 2024.


 Sheila Carbahal
 Manager/Board Clerk

Board of Trustees


 Date