

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, October 9, 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 Dennis Kilkenny, Viona Hague and Lucrecia Sandoval. Also, in attendance Board Clerk/Manager Sheila Carbahal, Manager in Training Eric McDermott and Foreman Nick Glide.

**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 public comments. Brian Hughes introduced himself and stated he is our attorney with Best, Best & Kreiger. He gave us a summary of his job history, how he came to BB&K and he now represents twenty-six cemetery districts . Chair Bristow then closed public comments.

**AGENDA ITEM NO. 5 CONSENT CALENDAR**

**a) Approval of September Regular Meeting Minutes** – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve September's meeting minutes. It was seconded by Trustee Hague. With no further questions or discussion, the motion carried with all ayes.

**b) Approval of September Submitted Claims** – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the claims submitted. Trustee Kilkenny seconded the motion. Trustee Sandoval asked questions regarding the reimbursements. Manager Carbahal explained the process for refundable deposits being repaid once headstones are placed. With no further questions or discussion, the motion carried with all ayes.

**Claims submitted and approved.**

(Please see attached sheet listing all September claims approved totaling \$15,023.32)

**c) Approval of September Revenues and Burial Certificates Issued** – Chair Bristow called for a motion. Trustee Hague made the motion to acknowledge the revenues received from the sale of Burial Rights Certificate #1702-1707 and pre-sign Burial Rights Certificates #1710-1712. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

**d) Approve Letter of Board Members Re-Appointments** – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to approve the letter be forwarded to the Yolo County Board of Supervisors requesting the re-appointments of Trustee Kilkenny, Trustee Hague and Trustee Bozarth. It was seconded by Trustee Sandoval. With no further discussion the motion carried with all ayes.

**e) Approval to Update Changes to County's Authorization Form and Questions Regarding Budget** – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the forms

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: SEPTEMBER, 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>
09/06	510252	\$ 84.00	16780	Streamline
	510071	\$ 182.89	15354	Suisun Valley Fruit
	510221	\$ 109.38	13249	City of Winters
	510020	\$ 161.01	11515	Wave
	510071	\$ 265.99	10868	Horizon
	510170	\$ 263.53	10609	DeLage Landen Financial
	510251	\$ 700.00	11146	CalPERS (GASB-68)
	510110	\$ 56.76	10246	Alhambra
	510220	\$ 139.60	10821	PG&E (Maint. Bldg)
	510220	\$ 1615.40	10821	PG&E (Pump)
	510220	\$ 272.80	10821	PG&E (Office)
	510071	\$ 682.43	10868	Horizon
09/09	510253	\$ 6177.50	11420	Ponticello Enterprises
	510040	\$ 243.73	13369	Waste Management
	510170	\$ 263.53	10609	DeLage Landen Financial
09/12	209300	\$ 250.00	29227	Rafaela Lopez (Reimb)
	209300	\$ 250.00	29228	Bill Cody (Reimb)
	209300	\$ 250.00	29229	Albert Geerts (Reimb)
09/24	510220	\$ 131.44	10821	PG&E (Maint. Bldg)
	510220	\$ 1420.91	10821	PG&E (Pump)
	510203	\$ 1228.02	13019	Ramos Oil Company
09/26	510070	\$ 63.17	28920	Pisani's Auto Parts
	510220	<u>\$ 211.23</u>	10821	PG&E (Office)
<b>Totals</b>		<b>\$15023.32</b>		

adding Eric McDermott's name as he will replace retiring Manager Carbahal. The documents are to be forwarded to the County's Department of Financial Services.

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

**a) Manager's Report/Grounds Foreman Report** – The Manager reported the following. Staff had three full burials and one cremation burial. County has not officially closed FYE June 30, 2024. Valley Falls Tree Service will be pruning the olive trees on Cemetery Drive after dropping four large limbs. Computer equipment has been ordered for Eric's use. New employee training is progressing well. The closed bids for the road projects were received by October 1<sup>st</sup>. The three bids received were opened by Alan Mitchell of Ponticello Enterprises with the lowest bid submitted by Vintage Paving in the amount of \$279,646.00. Eric McDermott incoming Manager reported on his first three weeks of training, his expectations for his thirty-day training, sixty-day immersion and ninety-day turnover. Foreman Glide reported on the following. Five sections of the cemetery grounds have been re-seeded and the aerator is being used to work the ground. The pruning of vines growing on the southwest cyclone fence was trimmed after an adjoining neighbor removed their fence causing the vines to collapse. Trimming, mowing and irrigating are ongoing.

**b) Budget Report** – Manager Carbahal stated the County has not yet closed FYE June 30, 2024. The County reports the INFOR system is not able to pull the correct data from the Trial Balance and record accurately on the Balance Sheet. The Manager presented July, August and September preliminary numbers with income and expenses reported.

**c) Correspondence** – CalPERS sent information on Pension Prefunding Trust and webinars to attend. Office of Emergency Services sent notices to sign up for Yolo Alerts.

**d) Investment Committee** - The Manager reported September reports have not been received. Therefore, the committee will meet once the reports are received.

**e) Roads Restoration Project – Action Item if Needed** – Our project manager Ponticello Enterprises has sent the necessary paperwork to the Department of Industrial Relations for the upcoming road project. Reminders were sent to the winning bidder of the necessary documentation needed by the Cemetery District.

**AGENDA ITEM NO. 7 – BOARD MEMBER'S COMMENTS** – Chair Bristow introduced new Board Trustee Sandoval. Trustee Sandoval gave a brief history of her life prior and then after moving to Winters. She added, she worked on her required ethics training and obtained her certificate, and she also viewed a webinar on the CalPERS Pension Prefunding. Trustee Kilkenny asked to have Pension Prefunding as an agenda item for next month's meeting. Chair Bristow and Trustee Sandoval will be leaving Thursday to attend the CAPC Education Seminar in San Luis Obispo.


**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 Trustee Sandoval. With all ayes the motion carried, the meeting adjourned at 9:50 a.m.





**Revenues for the month of September 2024**

			<b>Certificate #</b>	<b>Receipt #</b>
Colby Lindeman for Jon Lindeman	Burial	\$2514.50		#4504
Eduardo Duran	Plots	\$2450.00	#1702	#4505
Albert Ramos Jr.	Plot	\$1825.00	#1703	#4506
Joshua Rodriguez	Plot/Burial	\$2214.50	#1704	#4507
Bill Cody for Elizabeth Martin	Burial	\$2808.00		#4508
Rhonda Petrillo for Kraig Kooiman	Plot/Burial	\$3708.00	#1705	#4509

Martha Soria for Maria T. Juarez De Junez	Plot/Burial	\$3908.00	#1706	#4510
Martha Soria	Plot	<u>\$1825.00</u>	#1707	#4511
TOTALS		\$21253.00		

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, October 4, 2024.

  
 Sheila Carbahal  
 Manager/Board Clerk

  
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Board of Trustees  
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 Date 11/13/2024  
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