

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, September 11, 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, Foreman Nick Glide and newly hired Eric McDermott.

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. Viewing no public in attendance public comments was closed.

AGENDA ITEM NO. 5 CONSENT CALENDAR

a) Approval of August Regular Meeting Minutes – Chair Bristow called for a motion to approve. Trustee Kilkenny made the motion to approve August Regular Meeting minutes. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

b) Approval of August Submitted Claims – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve the claims submitted. Vice-chair Bozarth seconded the motion. Chair Bristow asked why no PG&E claims submitted. Manager Carbahal responded we had late-dated claims in the month of July that would normally have been processed in the first week of August but were submitted early. With no further questions or discussion, the motion carried with all ayes.

Claims submitted and approved.

(Please see attached sheet listing all August claims approved totaling \$57,240.12)

c) Approval of August Revenues and Burial Certificates Issued – Chair Bristow called for a motion. Manager Carbahal stated we need to add some pre-signed Burial Rights Certificates due to the increased sales. Vice-chair Bozarth made the motion to acknowledge the revenues received the sale of Burial Rights Certificate #1701 and pre-sign Burial Rights Certificates #1706-1709. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

d) Acknowledge Board of Supervisor's Approval of Applicant for Vacant Board Member Position – Chair Bristow called for a motion. Vice-chair Bozarth made the motion to acknowledge receipt of the official approval from the Yolo County Board of Supervisors and the Oath of Office sworn statement for new board member Lucrecia Sandoval. It was seconded by Trustee Kilkenny. With no further discussion the motion carried with all ayes.

e) Approve Attorney Engagement Letter – Chair Bristow called for a motion. Trustee Kilkenny reminded the members this was approved last month with the stipulation that there is no conflict

between Best Best & Kreiger representing the Cemetery and the City of Winters. Manager Carbahal received an email from the firm stating there is no conflict.

f) Approve or Deny Solano Subbasin GSA Access Agreement – Chair Bristow called for a motion. Trustee Kilkenny made the motion to approve or deny. It was seconded by Vice-chair Bozarth. Board members discussed the pros and cons of granting access by the Solano Subbasin to monitor the water in the old well. The Board decided the well will be permanently inaccessible. A roll call vote was taken with all five members voting to deny the Solano Subbasin GSA Access Agreement.

AGENDA ITEM NO. 6 – INFORMATION ITEMS

a) Manager’s Report/Grounds Foreman Report – The Manager reported the following. Staff had one full burial and two cremation burials. The olive trees on Cemetery Drive have been dropping limbs and a tree company will be contacted. The electrical project was completed, and invoice was received. The road restoration project is moving forward with bid documents ready. Newly hired Eric McDermott will begin work on September 23rd. The Grounds Foreman reported he has been using the new aeravator attachment to work the ground getting ready to plant seed or removing weed patches. There have been several leaks with sprinkler lines and valves that have needed repairs.

b) Budget Report – Manager Carbahal stated the County has not yet closed FYE June 30, 2024. She presented July and August preliminary numbers.

c) Correspondence – Yolo LAFCO’s notification came in regarding the Web Transparency Scorecard scheduled to begin this fall. Yolo County’s notification regarding the GASB 31 Fair Market Value when amortizing the investment gains or losses. CalPERS email notification regarding upcoming webinars on the Pension Prefunding Trust accounts.

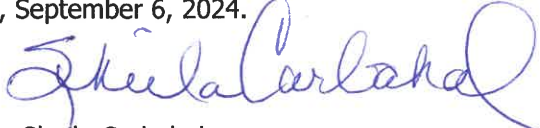
AGENDA ITEM NO. 7 – BOARD MEMBER’S FINAL COMMENTS/and OR ACTION ITEM – Chair Bristow called for any comments. Trustee Kilkenny commented that newly appointed Trustee Sandoval should have a training session. Manager Carbahal reminded Trustees they need to complete their Ethics training and she will send them the correct site once verified.

AGENDA ITEM NO. 9 – ADJOURNMENT – With no further business Chair Bristow called for a motion to adjourn. A motion to adjourn was made by Vice-chair Bozarth with a second from Trustee Kilkenny. With all ayes the motion carried, the meeting adjourned at 9:40 a.m.

Revenues for the month of August 2024

| | | | <u>Certificate #</u> | <u>Receipt #</u> |
|------------------------------------|--------|------------------|-----------------------------|-------------------------|
| Oscar Garcia for Jose G. Maldonado | Burial | \$1833.00 | | #4502 |
| Teresa Gonzalez & Family | Plots | <u>\$7300.00</u> | #1701 | #4503 |
| TOTALS | | \$9133.00 | | |

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, September 6, 2024.


 Sheila Carbahal
 Manager/Board Clerk

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: AUGUST, 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> |
|--------------------|-----------------------|----------------------|------------------------|---------------------------|
| 08/01 | 510252 | \$ 84.00 | 16780 | Streamline |
| | 510071 | \$ 30.12 | 15354 | Suisun Valley Fruit |
| 08/07 | 510071 | \$ 20.33 | 15354 | Suisun Valley Fruit |
| | 510221 | \$ 82.15 | 13249 | City of Winters |
| | 510071 | \$ 255.00 | 11389 | Sonco Heating & AC |
| 08/09 | 510253 | \$ 6863.50 | 11420 | Ponticello Enterprises |
| | 510020 | \$ 157.05 | 11515 | Wave |
| | 510040 | \$ 243.73 | 13369 | Waste Management |
| 08/12 | 530021 | \$46499.00 | 10813 | Ample Electric, Inc. |
| | 51-various | \$ 96.48 | 13041 | Pacific Ace Hardware |
| | 510071 | \$ 6.95 | 15354 | Suisun Valley Fruit |
| | 510053 | \$ 1090.00 | 10941 | YCPARMIA |
| 08/14 | 510180 | \$ 796.00 | 13460 | CAPC |
| | 51-various | \$ <u>1015.81</u> | 10029 | Bank of America C/C |
| Totals | | \$57240.12 | | |

John G. Borja

Ken L. King

Monique

and

Quincy Choquet

Board of Trustees

10/9/2024

Date