

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
January 9, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, January 9, 2019, at 9:00 a.m. at the cemetery office.

ROLL CALL:

Chair Kilkenney called the meeting to order noting all Board members in attendance.

Present: Chair Dennis Kilkenney, Vice-Chair Joseph Bristow, Trustee Larry Justus, Trustee Timothy Bozarth, Trustee Viona Hague also Manager Sheila Carbahal and Foreman Nick Glide

Absent:

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenney called for a motion to approve. Manager Carbahal stated there were two errors needing correction on the Agenda notice. Approval month from November to December under Action Item a) and b). Trustee Justus made the motion to approve the agenda with stated corrections. There was a second from Vice-chair Bristow. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

Chair Kilkenney opened and closed public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of December Meeting Minutes – Chair Kilkenney called for a motion to approve. Manager Carbahal stated there needed to be a one word correction under Action Item #4b). Trustee Justus made the motion to approve the minutes after the word correction from October to November. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of December Submitted Claims – Chair Kilkenney called for a motion. Vice-chair Bristow made the motion to approve the claims. Chair Kilkenney asked what the credit card charges were for. The manager responded, for County Impact fees, work boots for grounds man, heater for maintenance building and tools for cement repairs. The motion was then seconded by Trustee Hague. With no further questions or discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all December claims processed and approved. \$4201.45)

c) Revenues & Burial Certificates Issued – Chair Kilkenney called for a motion. Trustee Bozarth made the motion to acknowledge the revenues received. Vice-chair Bristow asked if any Burial Rights Certificates were issued. Manager Carbahal responded no. It was then seconded by Vice-chair Bristow. The motion carried with all ayes.

d) Health & Safety Code 9028(a-b) Board Member Elections – Chair Kilkenney called for nominations. Trustee Justus made the statement he is nominating the three present incumbents and is making the motion to retain Chairperson Dennis Kilkenney, Vice-chair Joseph Bristow and

Board Secretary Manager Carbahal. With no objections or added nominations Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – The Manager reported on the following. Staff had two full burials, mapping is continuing, County has not finalized a contract for outside payroll services. Gene Ashdown, the City’s Building Inspector was out reviewing the new building site for ADA accessibility. Additional contractors will be sent Pre-Qualification questionnaires in order to be added to our current list previously approved. There was graffiti on Cemetery Drive that the City of Winters was kind enough to remove. Foreman Glide reported continued maintenance of the grounds, installing address numbers on entrance pillar, straightening flat headstones and uncovering cement coping of plots in various sections. He added, due to the experience with cement that grounds man Franco has they will be making flat markers for those burials that have no names or families have delayed for years to place a headstone.

b) Budget – The Manager presented the budget with County reports through November and stated the budget is on target. December reports had not been received from the County. She stated we should receive some reporting of property tax revenues from Solano County in December and January we should be receiving Pass Through money. She added this will be the fifth and final year for the \$35,506.26 arrearage payments from the City of Winters.

c) Correspondence – Our County Financial Officer Howard Newens is retiring after forty years. We were informed Kirk Hendricks, our vendor who represented Christy Vault that has supplied our cement and urn vaults in the past has died. Received notification from CalPERS, the Official State Social Security Administrator that we needed to update via computer the Annual Information Request data for the Internal Revenue Service.

d) Future Planning Meeting – Chair Kilkenny suggested we start thinking about our next Planning meeting. Manager Carbahal suggested May for the second annual Planning meeting. She stated we will have a better idea of the current budget at that time. Chair Kilkenny added that each Board member should start thinking about one, two and five year plans for the cemetery. He added that each and every Board member should bring their own ideas, suggestions and visions that they see for the future of the cemetery district.

e) Investment Accounts – Chair Kilkenny stated the quarterly meeting will need to be postponed until February. According to Manager Carbahal no reports for December has been received from Wells Fargo Advisors at this time. Chair Kilkenny, Vice-chair Bristow and Manager Carbahal will meet after the February Board meeting and report in March.

f) Board Comments and Future Agenda Items – Discussion items for February will include the Rules and Regulations sign posted at the entrance to cemetery grounds, prior years burial counts and numbers on fund balances. Chair Kilkenny suggested looking at cost for electricity to the northern fence for a motorized gate.

Revenues for the month of December, 2018

		<u>Certificate # Receipt #</u>	
Joyce Briggs for James Briggs	Burial	\$1414.50	#4157
Donna Shera for Elizabeth Struss	Burial	\$2400.75	#4158
Nancy Young for Martha Button	Burial	<u>\$2800.75</u>	#4159
Total		\$6616.00	

The meeting was adjourned at 10:05 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the Winters Post Office and our District's front door at 4:15 p.m. on Thursday, January 3, 2019.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

Date

