

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
March 13, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, March 13, 2019, at 9:00 a.m. at the cemetery office.

ROLL CALL:

Chair Kilkenny called the meeting to order noting the following Board members and staff in attendance.

Present: Chair Dennis Kilkenny, Trustee Larry Justus, Trustee Timothy Bozarth, Trustee Viona Hague, Vice-chair Joseph Bristow and Manager Sheila Carbahal

Absent: Foreman Nick Glide

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenny called for a motion to approve. Trustee Justus made the motion to approve the agenda. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

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

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of February Meeting Minutes – Chair Kilkenny called for a motion to approve. Vice-chair Bristow made the motion to approve the minutes as presented. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of February Submitted Claims – Chair Kilkenny called for a motion. Trustee Justus made the motion to approve the claims. Trustee Bozarth asked about the claim for Ample Electric. The Manager responded a maintenance building ballast needed replaced and circuits were added for better access. Trustee Justus asked why the amount for PG&E was so high. The Manager responded, the weather was colder and the grounds crew were in the maintenance building more due to the rain. 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 February claims processed and approved. \$7,485.65)

c) Revenues & Burial Certificates Issued – Chair Kilkenny called for a motion. Trustee Bozarth made the motion to acknowledge the revenues received and the sale of Burial Rights Certificate #1543 through #1546 and the pre-signing of Burial Rights Certificates #1547 through #1550. It was then seconded by Vice-chair Bristow. The motion carried with all ayes.

d) Solano County Sale of Tax Defaulted Properties – A letter was presented from Solano County Board of Supervisors requesting approval to sale tax defaulted properties by Public Auction. Trustee Justus made the motion to acknowledge and approve the letter and Resolution #2019-27 without objection with a second from Trustee Bozarth. 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 three burials, phone and internet outside lines needed repair, Yolo County signed the payroll contract with ADP with training to start soon. Received email notification from the City that modular site plans were approved. Payment must be received before the City of Winters will issue the permit. PG&E sent an email for a sixty day cancellation on the modular project due to inactivity. Ample Electric was notified on how to proceed and a temporary power pole was installed in order for PG&E to rescind cancellation. Foreman Glide’s report stated during the heavy rains an open gravesite filled completely with water which required pumping out prior to the burial. Copings are still being unearthed in sections four and six. Grounds crew took a class from Ewing on valves and irrigation wiring.

b) Budget – The Manager presented the budget with County reports posted through January and February’s preliminary amounts. She stated the final arrearage payment from the City of Winters will be issued prior to June. Revenues are up, salaries, benefits, operating expenses are all on target within the amounts budgeted.

c) Correspondence – The Public Cemetery Alliance’s notification for the August conference was received. An email questionnaire from Mark Krummenacker of Yolo County’s Lafco was received regarding high-level workshops to be offered with suggesting our interested topics and options.

d) CAPC Annual Conference Recap – The 61st Annual Conference held in Seaside was attended by Chairperson Kilkenny, Vice-chair Bristow and Manager Carbahal. Those attending earned certificates in required Harassment Training. Topics covered included how to prevent employee lawsuits, prevent workplace violence, dealing with and suggesting avenues to curtail the unruly public and also new laws passed pertaining to special districts or those still in the committees.

e) Investment Accounts – Chair Kilkenny stated the Interest Endowment account is still showing a slight paper loss whereas the Principal Endowment account has gains.

f) Board Comments and Future Agenda Items – Chair Kilkenny suggested the other Board members continue to gather their ideas for the upcoming Planning Meeting in May.

Revenues for the month of February, 2019

		<u>Certificate # Receipt #</u>	
Dennis Campos for Alton Sharp	Burial	\$ 1414.50	#4162
State of CA/CalPERS Medicare Subsidy Payment		\$ 290.34	#4163
John Lopez for Gaye Lopez	Plots/Burial	\$ 7950.75	#1543 #4164
Janene Ramos for Henry Ramos	Plots/Burial	\$ 4750.75	#1544 #4165
John & Frances Ramos	Plots	\$ 2800.00	#1545 #4166
Juan Melendez for Jose Melendez	Plot/Burial	\$ 3350.75	#1546 #4167
Total		\$20557.09	

The meeting was adjourned at 10:15 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District’s office front door by 4:00 p.m. on Wednesday, March 6, 2019.

Sheila Carbahal
Manager/Board Clerk

Q. L. King
Barry W. Fisher
Smith C. Smith
Verna Agnew
J. C. Brown

Board of Trustees

4/10/19

Date