

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, December 9, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, December 9, 2020, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

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

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 as written. 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 then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of November Submitted Claims – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to approve the claims submitted. Trustee Bozarth had questions on the quantity of liners and urn vaults from Polyguard. Manager Carbahal responded with the numbers. The motion was then seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all November claims approved totaling \$7536.27)

c) Burial Revenues and Certificates Issued – Manager Carbahal commented she needs to have added "approve of pre-signing Burial Rights Certificates" due to increased sales. Chair Kilkenny made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1581 and approve the pre-signing of Burial Rights Certificates #1585-1589. Trustee Justus 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 – Manager Carbahal reported the following. Staff had two full and one cremation burial. County Counsel admitted they neglected to file our request for abandoned plots but will get it filed soon. County Financial Services is researching claims submitted to them for timely payment but late charges are still occurring. Discussions between Chair Kilkenny and Supervisor Saylor prompted CFS to hasten their research. County called trying to reach Trustee Bozarth for phone re-appointment interview. The Auditors are beginning to prepare the audit draft report. Foreman Glide reported more cement borders in Sections 2 and 7 are being unearthed. Use of the dethatcher and compacter were needed due to

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: NOVEMBER, 2020

The claims listed below were reviewed and approved by a Trustee prior to being scanned and delivered via email to the Auditor's office for timely payment:

FUND 6160

<u>DATE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR #</u>	<u>VENDOR NAME</u>	
11/05	50-1020	\$ 113.28	11515	Wave	
	50-1152	\$ 75.00	16780	Streamline	
	50-1261	\$ 82.15	13249	City of Winters	
	50-1070	\$ 50.80	12322	JB's Power Equipment	
	50-1071	\$ 65.05	15354	Suisun Valley Fruit Grws	
	50-1071	\$ 353.95	10868	Horizon	
	50-1090	\$ 126.00	13460	CAPC	
	50-1070	\$ 139.73	11474	Pisani's Service	
	11/13	50-1090	\$ 1457.00	10312	CSDA
		50-various	\$ 38.69	12361	Pisani's Auto Parts
50-1040		\$ 204.05	13369	Waste Management	
11/20	50-various	\$ 69.81	10029	Bank of America C/C	
	50-1190	\$ 213.62	10609	DeLage Landen Financial	
11/25	50-1112	\$ 66.59	13063	Caltronics Business	
	50-1130	\$ 3588.20	14668	Polyguard & Company	
	21-0300	\$ 250.00	XXXX	Kim Briggs (Reimb)	
	50-1260	\$ 561.16	10821	PG&E (Pump)	
	50-1260	\$ 81.19	10821	PG&E (Maint)	

Totals **\$7536.27**

the depth of the newly exposed copings. Filling low spots and reseeding the grounds is ongoing and with unusually warmer weather this month we've had to water the newly seeded patches.

b) Current Budget – The County reports through October have been received. The Property Tax Revenues aren't expected until late December early January. Some accounts will require shifting of funds due to the emergency replacement of the pump filter.

c) Correspondence – Emails were received from CalPERS, CAPC, Best Best and Krieger. The County of Yolo requested a signed acknowledgement regarding our Auditor's name who's preparing the Special District Financial Transaction Report.

d) Investment Reports – The Investment Committee will meet and report once December's reports have been received.

e) Board Comments and Future Agenda Items – January's meeting will have Board member elections if re-appointments have been made official by the Yolo County Supervisors.

Revenues for the month of November 2020

		<u>Certificate # Receipt #</u>	
Maria Mendez for Gilberto Alarcon Sr.	Burial	\$1950.75	#4268
Wendy Gale Stroud for Eugene E Gale	Burial	\$2000.75	#4269
Marjorie Rainwater/Virgil Rainwater	Niche/Burial	<u>\$1371.45</u>	#1581 #4270
Total		\$5322.95	

The meeting was adjourned at 10:25 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, at the Winters Post Office bulletin board and the District's office front door by 12:30 p.m. on Thursday, December 3, 2020.

Sheila Carbahal
 Sheila Carbahal
 Manager/Board Clerk

Viona Hoque

J.P. ...

Denette C. ...

Karyn W. ...

Board of Trustees

1/13/21
 Date