

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday  
March 14, 2018**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, March 14, 2018, at 9:00 a.m. at the cemetery office.

**ROLL CALL:**

Chairperson Kilkenny called the meeting to order noting a quorum with the following present.

**Present:** Chair Dennis Kilkenny, Vice-Chair Joseph Bristow, Trustee Timothy Bozarth, Trustee Viona Hague, Manager Sheila Carbahal

**Absent:** Trustee Larry Justus, Foreman Nick Glide

**AGENDA ITEM NO. 2 Action Item – Approval of Agenda**

Chair Kilkenny called for a motion to approve. Trustee Bristow made the motion to approve the agenda, with a second from Trustee Hague. 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 submitted. Trustee Bozarth seconded the motion. The motion carried with all ayes.

**b) Approval of February Submitted Claims** - Chair Kilkenny called for a motion. Trustee Bozarth wanted clarification for vendors paid twice during the month. Manager Carbahal explained it's the timing of when those invoices are received. Trustee Bozarth then made the motion to approve, with a second from Vice-Chair Bristow. The motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all claims processed and approved. \$2641.96)

**c) Revenues & Burial Certificates Issued** - Chair Kilkenny called for a motion. Vice-Chair Bristow made the motion to acknowledge the revenues received and that no sale of Burial Rights Certificates were issued. It was seconded by Trustee Hague. With all ayes the motion carried.

**d) Solano County Tax-Defaulted Property Sale** – The Solano County Treasurer-Tax Collector has requested via return letter of Board approval or rejection of Resolution 2018-25, passed by the Solano County Board of Supervisors of Tax-Defaulted properties to be auctioned. Chair Kilkenny called for a motion to accept or reject the sale of those properties listed. Vice-Chair Bristow made the motion to accept the sale of all Tax Defaulted properties listed by the Solano County Treasurer-Tax Collector. Trustee Hague seconded the motion. The motion carried with all ayes.

**e) Special District Website Scholarship Application** - Manager Carbahal asked the Board to accept her recommendation in applying for the Special District Leadership Foundation scholarship for fifteen months of paid Website service provided by Streamline. She added Streamline will help create and host the site for those months paid for by SDLF. Chair Kilkenny

called for a motion. Trustee Hague made the motion to approve submitting the application for the scholarship. It was seconded by Vice-Chair Bristow. The motion carried with all ayes.

**AGENDA ITEM NO. 5 - DISCUSSION ITEMS**

**a) Manager’s and Ground’s Foreman Report** – The Manager reported the following. She’s had no success in locating families of veterans with missing headstones. Trustee Bristow has also tried to contact a family with no success. The Auditors are still waiting for confirmation from the County to confirm fund dollar amounts before finalizing the audit for 2015-2017. The modular office’s final plans are being drawn. The Grounds Foreman received passing results on his pesticide test allowing for a restricted materials permit for herbicides. The grounds are continually being mowed and trimmed and trees pruned and transplanted.

**b) Budget** – The budget for the period ending February were reviewed and discussed.

**c) Correspondence** – Early information was received on the PCA conference to be held in August. The cemetery received a formal proposal from RJM Design Group, Inc. for a master plan design. The board members will submit at a later date their ideas for discussion on suggested features and improvements they would like to see incorporated into the master plan. They discussed ways on which to pay for these improvements through the Capital Outlay reserve or obtaining long term financing.

**d) CAPC Conference** – Chair Kilkenny and Manager Carbahal reported on topics covered. CalOsha spoke on safety concerns and informal inspections. CSDA discussed bills being presented by the legislature affecting property tax revenue. Websites will be mandated by January 1, 2020. All attendees received Ethics Training. Ideas were presented to safeguard against liability on old upright headstones. Golden State Risk Management presented information on districts dealing with and preventing embezzlement. The speaker suggested implementing numerous safeguards to detect and protect from embezzlement. He also stressed the importance of board members responsibilities to safeguard tax payer’s funds.

**e) Investment Accounts** – The investment committee is scheduled to meet in April.

**f) Board Comments – Future Agenda Items** – Board members will bring back ideas for suggested improvements and ideas for the cemetery master plan. Securing abandoned plots will be discussed.

**Revenues for the month of February, 2018**

		<b><u>Certificate # Receipt #</u></b>	
Gloria Lopez for Carmen Lopez	Burial	\$1700.75	#4110
Maria Arellano for Ygnacio Quiroz	Burial	<u>\$1950.75</u>	#4111
Total		\$3651.50	

The meeting was adjourned at 10:30 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted at three separate locations at 2:30 p.m. on Thursday, March 8, 2018.

Sheila Carbahal  
Manager/Board Clerk

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Board of Trustees

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Date