

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

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, February 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 also Manager Sheila Carbahal

**Absent:** Vice-chair Joseph Bristow and 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 January Meeting Minutes** – Chair Kilkenny called for a motion to approve. Trustee Hague 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 January Submitted Claims** – Chair Kilkenny called for a motion. Trustee Justus made the motion to approve the claims. Trustee Hague asked if the payment to the architect was the final payment. The Manager responded that this claim covers up to ninety percent for the architect and the civil engineer cost. The motion was then seconded by Trustee Bozarth. With no further questions or discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all January claims processed and approved. \$19,354.23)

**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 #1542. It was then seconded by Trustee Justus. The motion carried with all ayes.

**d) Qualified Contractors Pre-Approval** - Manager Carbahal presented the only pre-qualified questionnaire returned. Chair Kilkenny called for a motion. Trustee Justus made the motion to approve Ample Electric as one of our pre-qualified contractors. It was seconded by Trustee Bozarth. The Manager was asked, were other electricians sent questionnaires. She responded, yes, but she first needed to find those currently registered with the Department of Industrial Relations and she had hoped to get local contractors if possible. She added she sent out questionnaires to Ample Electric in Winters, Butterfield Electric in Woodland and Chastain Electric in Dixon. With no further questions or 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, the cemetery received over five inches of rain and the large oak tree in Section 3 was taken down due to disease and rot. There are tree roots from large redwood trees that have almost covered two Bigelow headstones. Meetings to clarify site plans for the modular took place. Yolo Lafco's review of our new website cited several areas needed for improvements. Foreman Glide's report stated work on the cleanup of the grounds, thinning and pruning of trees and vines, gopher eradication, uncovering cement coping of plots in older sections and planting of thirty rose bushes along the east fence line. He also listed the equipment that was serviced.

**b) Budget** – The Manager presented the budget with County reports posted through December and preliminary numbers for January. Budget is on target and there's a \$10,500 increase of property tax revenues over last year's income. The Board discussed Fund Balances, modular building cost, Pass Through payments, Successor Agency arrearage payments and how these all affect the budget.

**c) Correspondence** – The Lafco website transparency review was received. CalPERS sent out an email scam alert notice. YCPARMIA notified agency's to be aware of liability issues with possible damage from tree limbs dropping from all the rain and wind. Lions Club is looking for possible locations to place a blue bench with their logo and inquired if the cemetery was interested.

**d) Future Planning Meeting** – The Board discussed and decided on a meeting date of May 7, 2019.

**e) FPPC Form 700 Statement of Economic Interest** – The Manager requested all forms be filled out, signed and returned. All forms will be recorded as received and kept on file in the office.

**f) Investment Accounts** – Chair Kilkeny stated he had reviewed the statements received through December and the accounts have improved. The Investment Committee will meet and review further for the quarterly report to be presented next month.

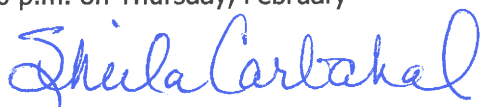
**g) Board Comments and Future Agenda Items** – Chair Kilkeny suggested each member start preparing for the May planning meeting. The CAPC conference will be discussed at March's meeting.

**Revenues for the month of January, 2019**

		<b><u>Certificate # Receipt #</u></b>	
McCune's/Jerome VanAmber	Burial	\$2650.75	#4160
Maricella Morales/Juan Morales	Plot/Burial	<u>\$3150.75</u>	#1542 #4161
Total		\$5801.50	

The meeting was adjourned at 10:25 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 at 12:30 p.m. on Thursday, February 7, 2019.

  
Sheila Carbahal  
Manager/Board Clerk

*[Signature]*  
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*Fanny D. Zustus*  
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*Jennifer C. Scott*  
\_\_\_\_\_  
*Viona Hays*  
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*J. G. [Signature]*  
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Board of Trustees

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*3/13/2019*  
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Date