

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
December 11, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, December 11, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chair Kilkenney called the meeting to order noting all Board members present and staff also in attendance.

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

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenney called for a motion to approve. Trustee Justus made the motion to approve the agenda. There was a second from Trustee Hague. 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 November Meeting Minutes – Chair Kilkenney called for a motion to approve. Vice-chair Bristow made the motion to approve the meeting minutes as submitted. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of November Submitted Claims – Chair Kilkenney called for a motion. Trustee Bozarth made the motion to approve the claims submitted. The motion was then seconded by Vice-chair Bristow. Vice-chair Bristow then asked for explanation of invoice from City of Winters. Manager Carbahal stated the charges were for sewer and water line inspections and a water meter for the new office. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all November claims processed and approved. \$12,755.89)

c) Burial Revenues and Certificates Issued – Chair Kilkenney called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1556 - 1559 sold and the pre-signing of Burial Rights Certificates #1560 - 1564. It was seconded by 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 the following. There were seven burials the Dia de los Muertos event was a success, she attended and spoke at the Planning Commission meeting regarding our Eastern boundary with the new subdivision and the flooding problems. The modular office building is closer to being completed once the ADA items are finished. Foreman Glide reported on trees being planted, removed most of the excess burial dirt to the old dump site, added a drip line for the roses and installed a drip system for the landscape at the new office.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: November, 2019

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>
11/01	50-3020	\$ 2545.00	XXXX	Garrett Garcia
	50-1152	\$ 75.00	16780	Streamline
11/08	50-1070	\$ 130.62	12361	Pisani's Auto Parts
	50-1071	\$ 129.12	15354	Suisun Valley Fruit
	50-various	\$ 315.84	12322	JB's Power Equipment
	50-1040	\$ 192.01	13369	Waste Management
	50-1090	\$ 126.00	13460	CAPC
	50-1090	\$ 1421.00	10312	CSDA
	50-3020	\$ 137.28	15988	Timothy Bozarth
11/14	50-1190	\$ 638.46	12530	Holt of California
	50-1190	\$ 195.20	10609	DeLage Landen Financial
11/21	50-1210	\$ 429.91	10029	Bank of America C/C
	50-1152	\$ 389.52	11507	Legacy Mark LLC.
	50-1130	\$ 3612.00	XXXX	Polyguard & Co.
11/26	50-1020	\$ 179.31	10413	AT&T
	50-1112	\$ 81.21	13063	Caltronics Business
	50-1260	\$ 279.00	10821	PG&E (Pump)
	50-various	\$ 89.11	XXXX	Staples
	50-1071	\$ 189.67	13041	Pacific Hardware
11/27	50-1110	\$ 31.18	10246	Alhambra
	50-1020	\$ 73.45	10831	AT&T (UVerse)
	50-3020	<u>\$ 1496.00</u>	XXXX	City of Winters
Totals		\$12755.89		

b) Budget Updates – The Manager presented the budget with County reports through October and November’s preliminary numbers. No property tax revenue has been reported from the County. The Board discussed the known cost to date of the new office building at \$445,853.28. Chair Kilkenny asked if everything is completed. Trustee Bozarth the project manager stated there is still the ADA rails and the punch list to complete.

c) Correspondence - PCA Conference agenda was discussed with no firm commitment on attendees. CalPERS email received regarding pension demands on public agencies.

d) Investment Accounts – The Investment Committee presented a favorable report stating gains have been made in both Principal and Interest accounts held at WFA.

e) Board Comments and Future Agenda Items – The Board will be having project discussions such as current office and road improvements.

Revenues for the month of November, 2019

		Certificate # Receipt #	
Tony Martin for Claudean Martin	Burial	\$1700.75	#4202
Frank Nieto for Concepcion Ramirez	Burial	\$1950.75	#4203
Mike McClain/Denise & Robert McClain	Plot/Burial	\$2664.50	#1556 #4204
Margarita Castillo	Plot	\$1000.00	#1557 #4205
Julie Chulick for Karl Chulick	Burial	\$2250.75	#4206
Brigida Alarcon for Aurora Alarcon	Niche/Burial	\$1021.45	#1558 #4207
Maria Guzman for Josemaria Guzman	Niche/Burial	\$ 921.45	#1559 #4208
Total		\$11509.65	

The meeting was adjourned at 10:00 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, Winters Post Office bulletin board and the District’s office front door by 1:00 p.m. on Thursday, December 5, 2019.

Sheila Carbahal
Manager/Board Clerk

 Board of Trustees

 Date 1/8/2020
