

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday  
January 8, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, January 8, 2020, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

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

**Present:** Chair Dennis Kilkenny, 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 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 December Meeting Minutes** – Chair Kilkenny called for a motion to approve. Trustee Hague made the motion to approve the meeting minutes as submitted. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of December Submitted Claims** – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. Trustee Hague asked about the Streamline invoice. Manager Carbahal stated the charges are for web-site management. Vice-chair Bristow inquired if the claim paid to Design Space was the last one for the building. The Manager responded for the building alone, yes. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all December claims processed and approved. \$54,806.18)

**c) Burial Revenues and Certificates Issued** – Chair Kilkenny called for a motion. Trustee Hague made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1560 - 1562 sold and the pre-signing of Burial Rights Certificates #1565 - 1567. It was seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

**d) Board Elections of Officers (Per H & S Code #9028(a)(b) and Reclassify Board Members as Employees** – Chair Kilkenny called for motion or discussion. Trustee Justus made the motion to retain the current officers in place with Trustee Kilkenny as Chairperson, Trustee Bristow as Vice-chair and Manager Carbahal as Secretary/Board clerk. It was seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes. Manager Carbahal stated she has been advised by both County and CalPERS the Board members should be classified as employees. Chair Kilkenny asked if other cemeteries do the same. Manager Carbahal answered that she knows of cemeteries that do classify Board members as employees. Trustee Justus made a motion to table the topic until next meeting, with a second from Trustee Bozarth. The motion carried with all ayes.

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: December, 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>
12/06	50-1152	\$ 75.00	16780	Streamline
	50-1040	\$ 192.01	13369	Waste Management
	50-1071	\$ 252.93	34514	Winters Aggregate LLC
	50-1070	\$ 36.13	11474	Pisani's Service
	50-various	\$ 273.90	15354	Suisun Valley Fruit
12/13	50-3020	\$51160.69	XXXX	Design Space Modular
	50-1165	\$ 330.00	12489	Cache Creek Monuments
	50-1169	\$ 80.00	12068	Larry Justus
	50-1169	\$ 80.00	13634	Joseph Bristow
	50-1169	\$ 120.00	11270	Dennis Kilkenny
	50-1169	\$ 120.00	13635	Viona Hague
	50-1169	\$ 120.00	15988	Timothy Bozarth
	50-1190	\$ 204.96	10609	DeLage Landen Financial
12/17	50-various	\$ 277.91	10029	Bank of America C/C
12/26	50-1210	\$ 831.19	12530	Holt of California
	50-1260	\$ 176.93	10821	PG&E
	50-1260	\$ 210.86	10821	PG&E
	50-1020	\$ 64.20	10831	AT&T (UVerse)
	50-1020	\$ 179.19	10831	AT&T
	50-1110	\$ 20.28	10246	Alhambra

**Totals** **\$54806.18**

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

**a) Manager's and Ground's Foreman Report** – The Manager reported the following. Staff had five burials. The County will not be switching payroll companies. Police were called out due to continued graffiti on Cemetery Drive. The Police suggested cameras and lighting. The phone and internet system will be switched from AT&T to Wave and that will save \$1500 per year. The new office is near completion with final inspection to be done on January 14<sup>th</sup>. Foreman Glide reported that more cement coping around family plots are being uncovered. Trees and shrubs are being trimmed or pruned. Equipment has been serviced and tires were taken to Pisani's for repair. Trustee Justus asked, when can we expect delivery of the excavator. Foreman Glide stated he has not heard and will place a call to see if there's been any change.

**b) Budget Updates** – The Manager presented the budget with County reports through November and preliminary numbers for December. Nothing has been received for the property tax revenue expected. Burial revenue is up from last year and all other accounts are as expected. Trustee Hague inquired about the dollar amount for the Investment Earnings Pool. Manager Carbahal stated that is an amount that the County is required to show now that we are having complete Audits. The County then charges us for placing that on our Balance Sheet. The Manager added the final retainer payment of \$22,000 for the modular is being held until a final lien release has been received from the contractor's materials supplier.

**c) Correspondence** - The Board members were asked if any would be attending the CAPC meeting in February. CSDA sent out information and was asking for feedback on SB45 and the cost associated with this Climate Bond and how it might impact Special Districts. Manager Carbahal reported a phone call from Sandra Wheeler of Stifel Investments that the final transfers of Endowment money from Wells Fargo Advisors to Stifel Investments has been completed. Reports should be out in a few weeks.

**d) Board Comments and Future Agenda Items** – The Board should be in the new office for February's meeting.

**Revenues for the month of December 2019**

		<b><u>Certificate # Receipt #</u></b>	
Sharon Dagg for Alfreda Partain	Burial	\$2400.75	#4209
Shirley Zimmerman/Robert Scadden	Burial	\$1264.50	#4210
Alex Roy for Neyla Roy	Plot/Burial	\$3150.75	#1560 #4211
Jaime Duran/Manuel D Mendoza	Plots/Burial	\$4750.75	#1561 #4212
Carlos Zaragoza/Isabel Zaragoza	Plot/Burial	<u>\$2764.50</u>	#1562 #4213
Total		\$14331.25	

The meeting was adjourned at 10:05 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 4:30 p.m. on Friday, January 3, 2020.

Sheila Carbahal  
Manager/Board Clerk

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Harry W. Justus  
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Theresa Hague  
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Board of Trustees  
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Date *2/12/2020*