

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
June 12, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, June 12, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

Present: Chair Dennis Kilkeny, Vice-chair Joseph Bristow, Trustees 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 Kilkeny 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 Kilkeny opened and then closed public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of May Special & Regular Meeting Minutes – Chair Kilkeny called for a motion to approve. Trustee Hague made the motion to approve both the Special and Regular meeting minutes as presented. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of May Submitted Claims – Chair Kilkeny called for a motion. Trustee Justus made the motion to approve the claims. Trustees questioned why four PG&E bills, what does Horizon provide and what did Sonco repair. The manager responded, the PG&E bills are processed as soon as received. Horizon provides our fertilizers and irrigation nodes and timer boxes. Sonco was called to inspect the air conditioner and make repairs. 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 May claims processed and approved. \$13,953.43)

c) Burial Revenues and Certificates Issued – Chair Kilkeny called for a motion. Vice-chair Bristow made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1549,1550 and 1551 and the pre-signing of certificates #1552-1555. It was then seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

**CLOSED SESSION – Government Code Section #54957 – Employee Evaluations
OPEN SESSION**

d) Action Taken During Closed Session – Chair Kilkeny stated that the Board concurred that Manager Carbahal's annual evaluation results were all fours, meaning all work exceeds performance standards. She thanked the Board for their confidence and support in her. Manager Carbahal added, evaluations for both Foreman Glide and Artemio Franco meet

work performance standards and will result in both men being retained in status and advancing to the next step on their respective pay charts.

e) Approval of Fiscal Year 2019-2020 Budget & Documents – Manager Carbahal presented to the Board the Fiscal Year 2019-2020 Budget for review and approval. She commented that due to the Modular’s site work expenses unknown at this time, three hundred thousand will be transferred from Unassigned Fund Balance for budget purposes. After some discussion Chair Kilkenny called for a motion. Trustee Justus made the motion to accept the 2019-2020 Fiscal Year Budget presented with the **Total Financing Sources in the amount of \$687,750 and approve the Authorization Form with Sheila Carbahal and Nick Glide as Authorized names. It was seconded by Trustee Bozarth.** With no further discussion the motion carried with all ayes.

f) Modular Services Provided – Chair Kilkenny, Vice-chair Bristow and manager Carbahal reviewed the only two bids received for the Modular’s site work. Both bids were rejected. One bid was unresponsive due to being incomplete, the other was well over what had been previously budgeted for. Trustee Bozarth commented that other avenues needed to be taken and Ponticello Enterprises was contacted to assist in what could be our next steps for the re-bidding process. An Agreement and contract with Ponticello Enterprises was presented for approval, not to exceed \$5000 without prior approval from the Cemetery Board. Trustee Bozarth made the motion to accept the Agreement and contract with a second from Trustee Hague. 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. Staff completed four full burials. Memorial Day preparations and Service was a success with staff and volunteers placing 468 small flags on Veterans graves and the large flags lining the entrances. The VFW received \$185 in donations. Foreman Glide reported on the following. The grounds were fertilized, a main line leak near the pump building was repaired and mowing with trimming is ongoing. The west berm slope has had seeds, plants planted and reseeded due to poor growth or bugs.

b) Current Fiscal Budget – The Manager presented the budget with County reports through April and preliminary numbers through May showing \$63,000 in Fund Balance at this time.

c) Correspondence – Modular site work bids were received. CSDA notification on the State Legislature’s Budget Conference Committee defeat of the RDA successor related proposal. CalPERS is now offering Roth options for the 457 Retirement Plans. PCA conference registration was received.

d) Investment Accounts – The Investment reports were presented and funds are increasing.

e) Board Member Resignation and Replacements – Manager Carbahal stated anytime a Board member is considering resigning, a letter of resignation needs to be submitted. The current board will then accept the letter and forward it along with any replacement names and applications to the Yolo County Board of Supervisors.

f) Board Comments and Future Agenda Items – No comments

Revenues for the month of May, 2019

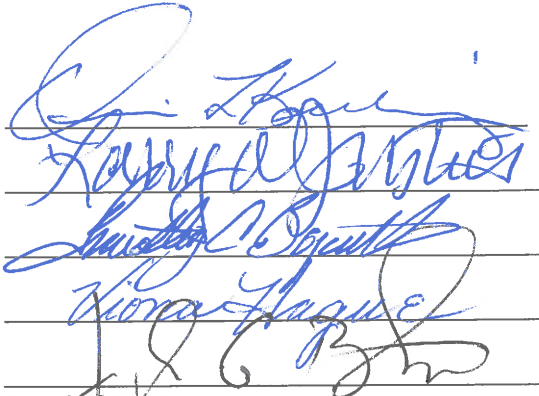
			Certificate #	Receipt #
Annie Riley for Anna Rubio	Burial	\$1700.75		#4175
Juan Melendez for Olga Melendez	Burial	\$1700.75		#4176
John & Frances Ramos	Plot	\$1400.00	#1549	#4177
Lorraine Rominger/Donald Rominger	Burial	\$2250.75		#4178
Peggy Dickson for Jessie Gill	Burial	\$1700.75		#4179
Ludwig Cavaliere/Savino Cavaliere	Burial	\$1950.75		#4180
Total		\$10703.75		

The meeting was adjourned at 10:15 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 by 4:30 p.m. on Friday, June 7, 2019.



Sheila Carbahal
Manager/Board Clerk



Board of Trustees

Date

7/10/19