

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

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

ROLL CALL:

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

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

Absent: Trustee Larry Justus

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenny called for a motion to approve. Vice-chair Bristow made the motion to approve the agenda as written. 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 public comments. Vice-chair Bristow commented that the Veterans of Foreign Wars approached him regarding a meeting they would like to have in our old office on August 1st. He stated the VFW is considering disbanding due to the age, health and lack of attendance from their current members. They are considering what to do with the flags they display downtown Winters during holidays, that are stored at the cemetery.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of June Regular Meeting Minutes – Chair Kilkenny called for a motion to approve. Trustee Hague made the motion to approve the minutes as submitted. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of June 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. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all June claims approved totaling \$7711.23)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Trustee Bozarth made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1572-1574 and the pre-signing of Burial Rights Certificates #1577-1579. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

d) Resolution #2020-01 Reclaiming Abandoned Plots – The manager submitted the Resolution with a listing of abandoned plots to claim per Section #9069 of the Health and Safety Code. This will then be submitted to the Yolo County Counsel in order to file on the cemetery's behalf with the Yolo County Superior Court. Chair Kilkenny asked Manager Carbahal to conduct a roll call vote. The following Board members voiced as called, Chair Kilkenny aye, Vice-chair Bristow aye, Trustee Bozarth aye and Trustee Hague aye. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JUNE, 2020

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> |
|--------------------|-----------------------|----------------------|------------------------|---------------------------|
| 06/04 | 50-1152 | \$ 75.00 | 16780 | Streamline |
| | 50-1071 | \$ 445.22 | 15354 | Suisun Valley Fruit |
| | 50-1070 | \$ 202.91 | 10841 | Valley Truck & Tractor |
| | 50-1260 | \$ 95.82 | 10821 | PG&E (Office) |
| | 50-1110 | \$ 31.07 | 10246 | Alhambra |
| | 50-1020 | \$ 224.96 | 11515 | Wave |
| 06/11 | 21-0300 | \$ 250.00 | XXXX | Carmen Dietz (Reimb) |
| | 50-1261 | \$ 78.26 | 13249 | City of Winters |
| | 50-1040 | \$ 198.34 | 13369 | Waste Management |
| | 50-1190 | \$ 90.00 | 2679 | US Postal Service |
| | 50-1190 | \$ 195.20 | 10609 | DeLage Landen Financial |
| 06/18 | 50-1151 | \$ 3000.00 | 16881 | Nigro & Nigro PC |
| | 50-various | \$ 525.90 | 10029 | Bank of America C/C |
| | 50-1070 | \$ 685.95 | 10841 | Valley Truck & Tractor |
| 06/26 | 50-various | \$ 164.22 | 10098 | Staples Credit Plan |
| | 50-1110 | \$ 38.15 | 10246 | Alhambra |
| | 50-1260 | \$ 1009.59 | 10821 | PG&E (Pump) |
| | 50-1260 | \$ 135.80 | 10821 | PG&E (Maint) |
| | 50-various | \$ 264.81 | 13041 | Pacific Ace Hardware |
| Totals | | \$ 7711.23 | | |

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – Manager Carbahal reported the following. There were three full burials and two cremation burials. The grounds men are following the CDC guidelines during the burial process wearing mask and gloves. Closing fiscal year ending 2019-2020 is ongoing. Ground penetrating radar was discussed related to locating of possible unknown burials. Foreman Glide reported repairs and painting of the wood benches, fertilized all the grounds, major pruning on maintenance hedges due to disease and repairs were made to the JDX750 mower. A Service Technician was in to complete a parts recall on the excavator.

b) Current Budget – The Manager presented the budget with County reports through May with June’s preliminary numbers. Overall budget was on target, unassigned fund balance funds were used towards the cost of the modular office. Chair Kilkenny commented that June’s final numbers won’t be in from the County until September if it’s similar to last year. Board members discussed the road repairs and the electrical lines to the flag pole.

c) Correspondence – Volvo recall notice was received on the excavator. The final Audit documents were received via email and bound copies will follow.

d) Management Succession – Due to the June 2022 retirement of the current manager the Board discussed what would be the appropriate time frame to recruit, hire and train a replacement. Manager Carbahal commented that a three to six month training period should be sufficient.


e) Board Comments and Future Agenda Items – Future items for discussion will be Management Succession, Section #11 designs and road repairs.

Revenues for the month of June 2020

| | | | <u>Certificate #</u> | <u>Receipt #</u> |
|--|-------------|------------------|-----------------------------|-------------------------|
| Glenn & Wilma Keith | Plot | \$1000.00 | #1572 | #4236 |
| Maribel/Maria Santana | Plot | \$1400.00 | #1573 | #4237 |
| Jeanie Martinez for Jeannine Clark | Burial | \$1700.75 | | #4238 |
| Jerald Gipson for Gary D Chapman | Burial | \$1664.50 | | #4239 |
| Harriette Adams for Carl F Adams | Burial | \$ 964.50 | | #4240 |
| Nancy Young for Nell "Rusty" Young | Burial | \$ 964.50 | | #4241 |
| Elizabeth Martin for Anthony Martin Jr | Burial | \$1700.75 | | #4242 |
| Ariana Gomez for Ayla D Pierce | Plot/Burial | <u>\$2418.13</u> | #1574 | #4243 |
| Total | | \$11813.13 | | |

The meeting was adjourned at 10:15 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District’s office front door by 12:30 p.m. on Thursday, July 2, 2020.


Sheila Carbahal
Manager/Board Clerk

Ann L. Buehler
J. G. Brown
Harry W. Justus
Quinn E. [unclear]
Viona H. [unclear]

Board of Trustees

8/12/2020
Date