

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, September 9, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, September 9, 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 Larry Justus, Timothy Bozarth and Viona Hague. Also attending Manager Sheila Carbahal and Foreman Nick Glide.

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 and then closed public comments seeing no other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of August Regular Meeting Minutes – Chair Kilkenny called for a motion to approve. Trustee Justus 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 August 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 Hague. Chair Kilkenny asked about CalPERS GASB-68 and JB's Power Equipment. Manager Carbahal responded GASB-68 is for the Miscellaneous Cost Sharing Pension Plan Risk Pool and JB's is for repairs and parts for the mower. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all August claims approved totaling \$6742.98)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1577-1578 and the pre-signing of Burial Rights Certificates #1580-1584. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

d) Multi-County Agency Biennial Notice - Manager Carbahal explained the notice was informing the Fair Political Practices Commission that our Conflict of Interest Code has no changes. Chair Kilkenny called for a motion. Trustee Justus made the motion to approve the signing of the Biennial Notice noting no changes. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

e) Board Members Re-Appointment Approval - Chair Kilkenny called for a motion. Vice-chair Bristow asked if the three trustees up for re-appointment wanted to continue as Board members. Trustee's Kilkenny, Hague and Bozarth all responded yes. Vice-chair Bristow made the motion to approve the letter requesting the Yolo County Board of Supervisors approve the re-

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: AUGUST, 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>
08/07	50-1152	\$ 75.00	16780	Streamline
	50-1261	\$ 82.15	13249	City of Winters
	50-1071	\$ 547.27	10868	Horizon
08/14	50-1249	\$ 165.00	12489	Cache Creek Monuments
	50-1130	\$ 2875.00	XXXX	Cordeiro Vault Company
	50-various	\$ 112.07	12361	Pisani's Auto Parts
	50-1040	\$ 208.81	13369	Waste Management Corp.
08/21	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-1112	\$ 27.65	13063	Caltronics Business
	50-1070	\$ 282.05	12322	JB's Power Equipment
	50-1071	\$ 4.78	13019	Ramos Oil Company
08/27	21-0300	\$ 250.00	XXXX	Harriette Adams (Reimb)
	50-various	\$ 101.22	13041	Pacific Ace Hardware
	50-1260	\$ 841.22	10821	PG&E (Pump)
	50-1260	\$ 104.66	10821	PG&E (Maint)
	50-1260	\$ 170.90	10821	PG&E (Office)
	50-1151	\$ 700.00	11125	CalPERS (GASB-68)
Totals		\$ 6742.98		

appointments. 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 – Manager Carbahal reported the following. Staff completed three full burials and one cremation burial. CDC guidelines continue to be followed, board members and Manager participated in an Ethics Webinar. Unhealthy air quality due to the ongoing fires made it difficult on three occasions for the grounds men to work a full day. A 240 gallon fuel tank was ordered to alleviate the yearly permitting and cost associated with the 550 gallon tank. Foreman Glide reported the following. Replacement of sprinklers in Sections 13 & 14, increased watering in sections 7, 8, and 9 and a push mower was serviced by JB’s Power.

b) Current Budget – The Manager presented the Cemetery’s budget for July and August with preliminary numbers. The County has not closed Fiscal Year Ending June 30, 2020.

c) Correspondence – A Certified letter from the Yolo-Solano Air Quality Management District regarding the 550 gallon fuel tank violation notice was received. Notice from our payroll service Payality was received regarding President Trump’s executive order on deferrals for withholding of Social Security taxes through December 2020. All employees declined to participate in the deferrals at this time.

d) Investment Reports – The Investment Committee met on August 12th reporting the following numbers with Stifel Investments through June 30, 2020. The Endowment Principal’s account value is \$267,812.07 and the Endowment Interest account’s value is \$100,112.51.

e) Board Comments and Future Agenda Items – Trustee Bozarth commented that November’s meeting would fall on November 11th, Veteran’s Day which is a holiday.

Revenues for the month of August 2020

		<u>Certificate # Receipt #</u>	
Charles Spurlock for Ronald Spurlock	Burial	\$2100.75	#4250
Everardo Valadez for Pedro Valadez	Plots/Burial	\$4750.75	#1577 #4251
Terra Smith for Robert M Smith	Burial	\$1664.50	#4252
Jose Rodarte for Jose G. Rodarte	Burial	\$ 964.50	#4253
Wilma Keith for Glenn M Keith	Burial	\$1114.50	#4254
Thomas Santos for Suzanne Gribble	Burial	\$1664.50	#4255
Luz M. Robles	Plot	<u>\$1400.00</u>	#1578 #4256

Total \$13659.50

The meeting was adjourned at 9:55 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, on the Winters Post Office bulletin board and the District’s office front door by 9:00 a.m. on Thursday, September 3, 2020.

Sheila Carbahal
Manager/Board Clerk

[Signature]

J. G. Brown

[Signature]

Tiana Haguer

[Signature]

Board of Trustees

10/14/20
Date