

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday  
May 8, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, May 8, 2019, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

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

**Present:** Chair Dennis Kilkenny, Vice-chair Joseph Bristow, Trustee Viona Hague, Trustee Timothy Bozarth, Manager Sheila Carbahal

**Absent:** Trustee Larry Justus 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. There was a second from Trustee Hague. 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 public in attendance.

**AGENDA ITEM NO. 4 - ACTION ITEMS**

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

**b) Approval of April Submitted Claims** – Chair Kilkenny called for a motion. Trustee Bozarth made the motion to approve the claims. The motion was then seconded by Trustee Hague. With no further questions or discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all April claims processed and approved. \$122,051.31)

**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 #1547 and #1548. It was then seconded by Trustee Bozarth. The motion carried with all ayes.

**d) Approval of Proposal for Audit & Review Services** – Manager Carbahal made the recommendation to accept the audit proposal from Nigro & Nigro, PC. Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to accept the proposal for the audit years listed which includes 2018 and 2019 in the amount of \$6250.00 and continuing through 2023. Manager Carbahal explained their additional year's proposal includes a review year and then the audit year until fiscal year ending 2023. There was a second to approve from Trustee Bozarth. With no further discussion the motion carried with all ayes.

**e) Approval of PCA Conference Attendance** - Chair Kilkenny asked if there were members who wished to attend the conference and then called for a motion. Vice-chair Bristow made the

motion to approve for those wishing to attend the conference. Trustee Hague and Chair Kilkenny stated they will probably attend. Manager Carbahal stated she will ask Foreman Glide if he will be attending. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

**f) Bids – Modular Building Site Work** – Manager Carbahal stated the pre-approved qualified contractors have until May 17<sup>th</sup>, therefore no bids have been received at this time. Chair Kilkenny stated this item will be placed on next month’s agenda.

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

**a) Manager’s and Ground’s Foreman Report** – The Manager reported the following. The Staff had one full and one cremation burial. The County has delayed ADP payroll until July 1. The manager attended more training on the website and spoke with Christine from Lafco regarding the proposed land development north of Winters. Memorial Day Service is still scheduled for Monday, May 27<sup>th</sup> and the flags will be placed on the graves on Friday, May 24<sup>th</sup>. The Foreman reported the grounds were all sprayed for weeds and fertilized, gas and diesel tanks painted and metal plates at feet were installed. The north end of the pump building was expanded to allow room for installation of the VFD to help regulate the pump motor.

**b) Budget** – The Manager presented the budget with County reports through March. More revenues are anticipated to be received April or May. Salaries and benefits are within the projected budget. Service and supplies are on target with the exception of account #501071. Fixed assets are under projected amounts due to the delays with the modular office. The preliminary budget for fiscal year 2019-2020 was presented with the cost of items associated with the anticipated projects to be paid for from the Unassigned Fund Balance account.

**c) Correspondence** – The proposal for the audit was received and the PCA newsletter and August conference information.

**d) Investment Accounts** – The Investment Committee presented their report of the meeting on April 10, 2019. In reviewing the Wells Fargo Advisors March reports, it’s showing the Endowment Principal account with paper gains of \$4193.20 and the Endowment Interest account shows paper gains of \$358.16.

**e) Board Comments and Future Agenda Items** – Chair Kilkenny suggested board members inform the Manager if they will attend the PCA conference in August.

**Revenues for the month of April, 2019**

		<b><u>Certificate # Receipt #</u></b>	
Esther Arellano for Josefa Arellano	Burial	\$1700.75	#4172
Marcella Morales	Plot	\$1200.00	#1547 #4173
Juan & Olga Melendez	Plot	<u>\$1400.00</u>	#1548 #4174
Total		\$4300.75	

The meeting was adjourned at 10:05 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 4:00 p.m. on Thursday, May 2, 2019.

  
 Sheila Carbahal  
 Manager/Board Clerk

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*Larry Aljustices*  
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Board of Trustees

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*6/12/2019*  
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Date