

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, February 10, 2021**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, February 10, 2021, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

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

**Present:** Chair Kilkenny, Vice-chair Joseph Bristow, Trustee's Larry Justus, Timothy Bozarth and Viona Hague. Also in attendance Manager Sheila Carbahal and Foreman Nick Glide.

**AGENDA ITEM NO. 2 Action Item – Approval of Agenda**

Chairperson Kilkenny called for a motion to approve. Trustee Justus made the motion to approve the agenda as written. With a second from Trustee Bozarth and no further discussion the motion carried with all ayes.

**AGENDA ITEM NO. 3 Public Comments**

Chairperson Kilkenny opened and then closed public comments seeing no other public in attendance.

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

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

**b) Approval of January Submitted Claims** – Chairperson Kilkenny called for a motion. Manager Carbahal commented that the claim to the State of CA/HCD in the amount of \$502.00 is being deleted. She added the County needed a W-9 from the State to pay the claim and the State refused stating we could pay by credit card. Manager Carbahal stated that charge will be on the credit card bill next month and the amount of claims to approve is now \$4824.42. Trustee Justus made the motion to approve the claims submitted with the correction. Trustee Bozarth seconded the motion and then asked about the claim from Triple H. Manager Carbahal responded that charge was vases and ring holders for the niche. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all January claims approved totaling \$4824.42)

**c) Burial Revenues and Certificates Issued** – Chairperson Kilkenny called for a motion. Vice-chair Bristow made the motion to acknowledge the revenues received, the sale of Burial Rights Certificates #1585-1588 and approve the pre-signing of Certificates #1590-1595. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

**d) H & S Code #9028(a)(b) Election of Board Members** – Manager Carbahal presented the official notification of the re-appointment of Trustee Dennis Kilkenny, Viona Hague and Timothy Bozarth. Chairperson Kilkenny proceeded to nominate Manager Carbahal as the Board Clerk with a second from Trustee Bozarth. Chairperson Kilkenny nominated Trustee Bozarth as Vice-chair with a second from Trustee Justus. Chairperson Kilkenny proceeded to nominate Vice-chair

## WINTERS CEMETERY DISTRICT CLAIMS

### Claims submitted during the Month of: **JANUARY, 2021**

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>
01/07	50-1152	\$ 75.00	16780	Streamline
	50-1210	\$ 10.02	15354	Suisun Valley Fruit Grws
	50-various	\$ 54.12	12361	Pisani's Auto Parts
	50-1070	\$ 400.00	17440	Priority West
	50-1070	\$ 77.30	10841	Valley Truck & Tractor
	50-1151	\$ 200.00	11125	CalPERS (Sec. 218)
	21-0015	\$ 278.00	9506	State of CA/CDTFA
01/14	50-1040	\$ 204.05	13369	Waste Management
	50-1261	\$ 82.15	13249	City of Winters
	50-1249	\$ 881.00	XXXX	Yolo-Solano Air Quality
01/15	50-1190	\$ 195.20	10609	DeLage Landen Financial
01/22	21-0300	\$ 250.00	XXXX	Maribel Santana
	50-various	\$ 221.70	10029	Bank of America C/C
01/28	<del>50-?</del>	<del>\$ 502.00</del>	<del>XXXX</del>	<del>State of CA/HCD</del> <i>Delete</i>
	50-1130	\$ 1231.91	XXXX	Triple H Company
	50-1110	\$ 20.17	10246	Alhambra
	50-1260	\$ 122.86	10821	PG&E (Maint)
	50-1260	\$ 35.38	10821	PG&E (Pump)
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	50-various	\$ 101.32	13041	Pacific Ace Hardware
	01/29	50-1020	\$ 114.39	11515
50-1260		\$ <u>104.85</u>	10821	PG&E (Office)

**Totals**

**\$5326.42**

*<50200>*

*\$4,824.42 Per Correction SC*

Bristow as the new Chairperson with a second from Trustee Justus. Manager and Board clerk Carbahal called for a roll call vote on the nominations. Trustee Kilkenny aye, Trustee Bristow aye, Trustee Bozarth aye, Trustee Hague aye and Trustee Justus aye. With all members voting to approve the nominations the motions carried.

**e) CAPC Board of Directors Nominees** – Newly voted in Chairperson Bristow called for a motion on those nominated for the CAPC board of directors. Trustee Kilkenny made the motion to accept and vote on all five incumbents presented. It was seconded by Trustee Justus. 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 had four full burials, one Niche and one ground cremation burial. The County’s INFOR computer system is down causing delays on processing claims and deposits. Documentation was requested by the City on ownership of Cemetery Drive. The manager requested delaying a roads improvement project until more information is received on revenues. Board members and staff are participating in training webinars. Foreman Glide reported the winds has caused a lot of trees to loose limbs. They are continuing to uncover copings in various sections, fixed leaks in section five and cleaning the west berm inside and outside the fence.

**b) Budget** – The County reports through November were received. Plot and burial sales were the only revenues recorded. Two service and supply accounts are over budget by two hundred dollars. The draft audit will be reviewed before payment of Nigro and Nigro’s invoice goes to County for payment.

**c) Correspondence** – Yolo-Solano Air Quality Management District accepted the \$881.00 payment for settlement of violations on the fuel tank. We received a 100% compliance on our website from Lafco.

**d) Investment Reports** – The Investment Committee presented their report on the status of the funds and reported the following. The Endowment Principal account has \$267,592.62 with a paper gain of \$17,592.62. The Endowment Interest account has \$103,035.09 with a paper gain of \$9,035.09. Sandra Wheeler our Stifel representative had called to see if any interest money would be needed. Manager Carbahal informed her nothing would be needed.

**e) Board Comments and Future Agenda Items** – Board members requested updates next month on sales and availability in Section 11 and the Niche.

**Revenues for the month of January 2021**

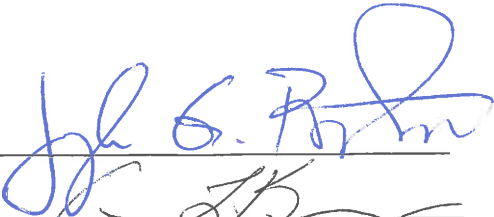
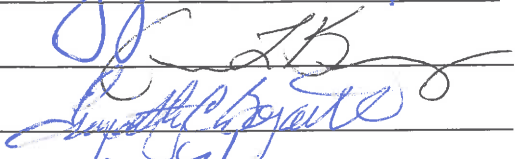
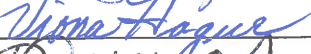
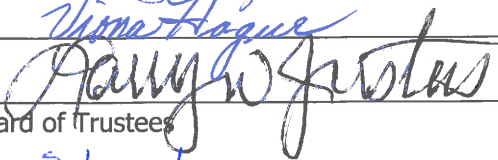
			<b>Certificate #</b>	<b>Receipt #</b>
Natividad Garcia for Luis Garcia	Burial	\$1950.75		#4275
Ruth Roman-Ayende	Plot	\$1200.00	#1585	#4276
Jaime Campos for Steven Campos	Burial	\$1264.50		#4277
John Haywood for Harold Haywood	Burial	\$1700.75		#4278
Tom George for Irene George	Niche/Burial	\$1221.45	#1586	#4279
Ken Bertinoia for Joseph Bertinoia	Plots/Burial	\$7550.75	#1587	#4280
Heidi Garcia for Ingeborg Erickson	Plot/Burial	\$3750.75	#1588	#4281
Ronald Gonnella for Rhonda Keith	Burial	\$1950.75		#4282
<b>Total</b>		<b>\$20589.70</b>		

The meeting was adjourned at 10:10 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 12:30p.m., Thursday, February 4, 2021.

Sheila Carbahal

Sheila Carbahal  
Manager/Board Clerk

  
  
  
  
 Board of Trustees  
 3/10/2021  
 Date