

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
October 9, 2019**

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

ROLL CALL:

Chair Kilkenny called the meeting to order noting three Board members present constituted a quorum and staff also in attendance.

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

Absent: Vice-chair Joseph Bristow and Trustee Larry Justus

Guest: Jesse Loren

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenny called for a motion to approve. Trustee Bozarth 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 public comments. Jesse Loren representing the Hispanic Advisory Committee spoke regarding the upcoming celebration of Dia De Los Muertos and the committee was requesting the event to be held at the cemetery on Saturday, November 2.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of September Meeting Minutes – Chair Kilkenny called for a motion to approve. Trustee Hague made the motion to approve the meeting minutes as submitted. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

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

Claims submitted and approved

(Please see attached sheet listing all September claims processed and approved. \$7929.86)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Trustee Bozarth made the motion to acknowledge the revenues received with no Burial Rights Certificates issued. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

d) County Counsel Filing Request – Manager Carbahal briefed board members on County Counsel's response to the threatening incident towards her from three family members on August 23rd and the possible filing of a restraining order. The Manager stated if the Board filed an order on her behalf as an employer it would cost the district \$2000. She added, there has not been another incident with the family therefore let's hold off on filing a restraining order. The Manager recommended the Board vote and approve to allow her the authority to contact County Counsel and have a restraining order filed if further need for protection arises. Trustee Hague made the motion to approve the recommendation with a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

e) Investment Advisor Change and Withdrawal – The investment representative with Wells Fargo Advisors informed the Board of her move to Stifel, Nicolaus and Company an Investment Banking Firm and requested the Board transfer the Endowment Funds to the new investment firm. The Board discussed the level of confidence they have with our representative Sandra Wheeler and recommended the action be tabled until next month when more Board members are present and a Resolution stating what action might be taken.

f) Equipment Purchase – Foreman Glide discussed quotes for excavators he has reviewed and test driven. This item was tabled to November’s meeting to further review quotes and machines.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – The Manager reported on the following. The County has begun the changeover in payroll companies. Trustees due for ethics training were notified and certificates are required to be posted on the website. Chair Kilkenny and the manager met with Chief of Police regarding threatening incident on August 23rd. AT&T was called out to repair downed phone wires. The modular office site work continues to progress. Foreman Glide reported he has been spraying the vines for bugs, dropped off equipment for repairs and working on obtaining quotes for both new and used excavators. They repaired a main line leak caused by a cement truck driving over a valve box in Section 12.

b) Budget Updates – The Manager presented the final budget report from the County for Fiscal Year Ending June 30, 2019. Revenues exceeded Operating Expenses by \$44,700.41. The County has not yet closed the months of July, August or September.

c) Correspondence – The County Dept. of Financial Services will be re-calculating Residual Pass-Through payments the district received and determine if the District will owe any funds to be returned, relating to Assembly Bill #1290 in the RPTTF. The DFS will inform the District in late October or early November what or if any funds are due back to the County. The informational filing form requested by the County for the SCO Special District Financial Transaction Report was signed by Chair Kilkenny stating our auditor Nigro & Nigro will prepare and submit the report to the State Controller’s Office.

d) Investment Accounts – The Investment Committee will meet next month.


e) Board Comments and Future Agenda Items - The equipment purchase and the Resolution for Endowment funds transfer will be included on next month’s agenda.

Revenues for the month of September, 2019

		Certificate #	Receipt #
C. Garth Dickens for Mae Dickens	Burial	\$1364.50	#4195
Kim Briggs for Jeffrey W. Briggs	Burial	\$2464.50	#4196
Gwen Bertinoia/James W. McClish	Burial	\$ 964.50	#4197
Total		\$4793.50	

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

Under penalty of perjury I swear the Agenda Notice was posted on the website, Winters Post Office bulletin board and the District’s office front door by 12:30 p.m. on Thursday, October 3, 2019.


 Sheila Carbahal
 Manager/Board Clerk

Ron L...
Harry W. ...
Smitty E. ...
Thomas ...
John G. ...

Board of Trustees

11/13/2019
Date