

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Thursday, November 12, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Thursday morning, November 12, 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. Trustee Justus made the motion to approve the agenda as written. There was a second from Vice-chair Bristow. 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 October Regular Meeting Minutes – Chair 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 October Submitted Claims – Chair Kilkenny called for a motion. Vice-chair Bristow inquired about PG&E, Streamline and Horizon invoices. Manager Carbahal explained the reason for three PG&E meters and the timing for invoices being received at the first of the month and the end of the month. Trustee Justus 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 October claims approved totaling \$4473.50)

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 Certificate #1580. Trustee Bozarth seconded the motion. 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 one full burial, three cremations and three niche burials. Staff continues following guidelines for Covid-19. Still no word from County Counsel on abandoned plots. The Manager participated in the YCPARMIA/Alliant Insurance contractor's zoom conference. Cemeteries 101 staff came to review our Niche area in section 11 and gave ideas to increase niches. The Manager requested emergency Board authorization to replace the well pump filter after a hole blew in the tank on November 2nd. Board members asked if it was needed right away and asked for cost to replace. Manager Carbahal stated we have no water without the filtration system. She added she requested an estimate from Eaton Pump who has made prior repairs on

WINTERS CEMETERY DISTRICT CLAIMS

Claims submitted during the Month of: **OCTOBER, 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>
10/01	50-1040	\$ 23.56	13041	Pacific Ace Hardware
	50-1260	\$ 139.59	10821	PG&E (Office)
	50-1020	\$ 113.25	11515	Wave
	21-0300	\$ 250.00	XXXX	Janene Ramos (Reimb)
	50-1152	\$ 75.00	16780	Streamline
10/08	50-1040	\$ 204.05	13369	Waste Management
	21-0015	\$ 498.00	9506	State of CA/CDTFA
	50-1070	\$ 3.74	12361	Pisani's Auto Parts
	50-1261	\$ 82.15	13249	City of Winters
	50-1249	\$ 165.00	12489	Cache Creek Monuments
	21-0300	\$ 250.00	XXXX	Gwen Bertinoia (Reimb)
	50-1070	\$ 355.02	12322	JB's Power Equipment
	50-various	\$ 108.83	15354	Suisun Valley Fruit Grws
10/14	50-1249	\$ 165.00	12489	Cache Creek Monuments
10/23	50-1190	\$ 218.06	10609	DeLage Landen Financial
	50-1071	\$ 108.57	10029	Bank of America C/C
10/29	50-1071	\$ 341.96	10868	Horizon
	50-1110	\$ 29.95	10246	Alhambra
	50-1260	\$ 123.05	10821	PG&E (Office)
	50-1260	\$ 827.43	10821	PG&E (Pump)
	50-1260	\$ 90.01	10821	PG&E (Maint)
	50-various	\$ 125.94	13041	Pacific Ace Hardware
	50-various	\$ 175.34	10098	Staples Credit Plan

Totals **\$ 4473.50**

the main tank and they quoted replacement cost at \$6243.00. Board members asked if other vendors were contacted. Manager Carbahal replied no, due to the fact that Eaton Pump knows our system and has completed repairs in the past. Chair Kilkenny called for a motion. Trustee Justus made the motion for emergency action to allow the Manager to have the pump filter replaced at a cost not to exceed \$8000.00. The motion was seconded by Vice-chair Bristow. With no further discussion the motion carried with all ayes. Foreman Glide reported the following. Cement corner borders are being added at specific sections. One corner was replaced in Section 11 after damage from a delivery truck. Areas are being filled with dirt and reseeded to help alleviate the most severe uneven areas when mowing. He also repaired two leaks in the irrigation system and equipment repairs were made on the Toro and the JDF1145.

b) Current Budget – The County reports through September have been received. The budget currently is where it should be. Due to the emergency repair needed for the pump filter adjustments will need to be made later in the year.

c) Correspondence – Emails were received from CalPERS, CAPC, Best Best and Krieger and County of Yolo requested a signed acknowledgement regarding our Auditor’s name Nigro & Nigro whose preparing the Special District Financial Transaction Report.

d) Investment Reports – The Investment Committee reported the following. The accounts for the Endowment Principal balance is \$267,920.80 and the Endowment Interest balance is \$102,688.788.

e) Board Comments and Future Agenda Items – Next month’s meeting date will be our regular second Wednesday of the month.




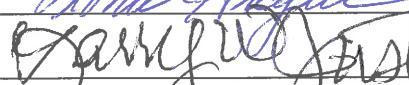

Revenues for the month of October 2020

			Certificate #	Receipt #
Gail Casson/Timothy & Gloria Duncan	Niche/Burials	\$1371.45	#1580	#4262
Katie Eads for Louise Renfro	Burial	\$1664.50		#4263
Marianne Washabaugh/John Martin	Burial	\$2500.75		#4264
Janet Farrell/Quinton & Doris Shirley	Burials	\$2364.50		#4265
Elena Villalobos/Antonio Villalobos	Burial	\$1264.50		#4266
Ellie Day for Lawrence McGowan	Burial	<u>\$1414.50</u>		#4267
Total		\$10580.20		

The meeting was adjourned at 10:00 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, at the Winters Post Office bulletin board and the District’s office front door by 12:30 p.m. on Thursday, November 5, 2020.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

12/9/2020
Date