

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
August 14, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, August 14, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

Present: Chair Dennis Kilkenney, Vice-chair Joseph Bristow, Trustees Larry Justus, Timothy Bozarth and Viona Hague also Manager Sheila Carbahal

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenney called for a motion to approve. Manager Carbahal requested an added Action Item be added. Item being 4)d Project Management Services Increase. She explained the increase on hours for Ponticello Enterprises regarding the Modular project. Trustee Bristow made the motion to approve the agenda with the added Action Item 4d. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

Chair Kilkenney opened and then closed public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of July Regular & Special Meeting Minutes – Chair Kilkenney called for a motion to approve. Trustee Hague made the motion to approve the Regular and Special meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of July Submitted Claims – Chair Kilkenney called for a motion. Vice-chair Bristow made the motion to approve the claims. The Board members commented on the amount of expenses for July recognizing the cost for CalPERS UAL, the two benches purchased, the VFD panel and YCPARMIA fees. The motion was then seconded by Trustee Bozarth. With no further questions or discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all July claims processed and approved. \$46,720.11)

c) Burial Revenues and Certificates Issued – Chair Kilkenney called for a motion. Trustee Justus made the motion to acknowledge the sale of Burial Rights Certificates #1553 – 1554 and pre-sign Certificates #1556-1559. It was then seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

d) Project Management Services Increase – Chair Kilkenney called for a motion. Vice-chair Bristow made the motion to accept the added time and fees on the Modular project from Ponticello Enterprises. 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 – The Manager reported the following. Staff

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: July, 2019

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>
07/03	50-1260	\$ 10.80	18363	PG&E
	50-1152	\$ 75.00	16780	Streamline
	50-1190	\$ 827.57	12530	Holt of California
	50-1110	\$ 22.40	29920	Alhambra
	50-1020	\$ 69.25	12432	AT&T (UVerse)
	50-1090	\$ 50.00	XXXX	Winters Chamber
	21-0300	\$ 250.00	XXXX	Yolanda Farias (Reimb)
	50-1210	\$ 2468.00	18331	Cache Creek Monuments
	50-1169	\$ 160.00	39162	Viona Hague
	50-1169	\$ 160.00	15988	Timothy Bozarth
	50-1169	\$ 120.00	23897	Larry Justus
	50-1169	\$ 160.00	39161	Joseph Bristow
	50-1169	\$ 160.00	39163	Dennis Kilkenny
07/11	50-1052	\$ 357.82	2449	YCPARMIA (Property)
	50-0390	\$ 5000.00	2449	YCPARMIA (W/C)
	50-1051	\$ 5000.00	2449	YCPARMIA (Gen/Auto)
	50-various	\$ 192.01	20318	Waste Management
	50-0310	\$17561.00	24927	CalPERS (UALiability)
07/12	21-0015	\$ 515.00	9506	State of CA/CDTFA
	50-1190	\$ 193.18	35966	DeLage Landen Financial
	50-1071	\$ 85.00	XXXX	Sonco Heating & Air
07/19	50-3020	\$ 1615.00	XXXX	Ponticello Enterprises
	50-3020	\$ 8641.50	33055	Ample Electric
	50-1070	\$ 1247.97	XXXX	Eaton Pumps
07/25	50-various	\$ 301.28	22109	Suisun Valley Fruit Grws
	50-1070	\$ 61.49	14418	JB's Power Equipment
	50-1110	\$ 22.72	29920	Alhambra
	21-0300	\$ 250.00	XXXX	JoAnn Hayes (Reimb)
	50-1020	\$ 69.25	12432	AT&T (UVerse)
07/31	50-1020	\$ 154.67	12432	AT&T
	50-1260	\$ 194.52	18363	PG&E
	50-1260	\$ 724.68	18363	PG&E (Pump)

Totals **\$46,720.11**

completed one full burial. All documents pertaining to June 30 fiscal year end closing were submitted to the County. The Modular office contract site work was awarded to ProBuilders and they should begin soon. Trustee Bozarth has been working with the project manager to get the project moving. Foreman Glide has been getting quotes for both new and used excavators. The grounds crew had two major water line leaks to repair in Section 5 and 11.

b) Current Fiscal Budget – The Manager presented the budget for July without having any final numbers from the County for June 30th fiscal year end corrections or adjustments. The month of July had a large amount of claims for operating expenses.

c) Correspondence – The CAPC area meeting notice was received, the PCA Membership Meeting was announced that it will be held at the conference and Remember A Vet’s 11th annual fundraiser for wreaths will be held on September 7, 2019.

d) Investment Accounts – The Investment committee reported for June 30, 2019, period ending showed paper gains on the Endowment Principal of \$8,002.60 and the Endowment Interest showed \$1,581.46.

e) Board Comments and Future Agenda Items – No comments to report.

Revenues for the month of July, 2019

		Certificate # Receipt #	
Gwen Bertinoia/McClish Trust A	Plot	\$1000.00	#1553 #4188
David Green for Amparo Green	Plots/Burial	<u>\$5550.75</u>	#1554 #4189
Total		\$6550.75	

The meeting was adjourned at 9:40 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, August 8, 2019.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

Date 9/11/19