

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday, June 10, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, June 10, 2020, 9:00 a.m. at the cemetery office.

ROLL CALL:

Chair Kilkenney called the meeting to order noting all Board members present and staff also in attendance.

Present: Chair Dennis Kilkenney, Vice-chair Joseph Bristow, Trustee's Larry Justus, Timothy Bozarth and Viona Hague also Manager Sheila Carbahal and Foreman Nick Glide

AGENDA ITEM NO. 2 Action Item – Approval of Agenda

Chair Kilkenney called for a motion to approve. Trustee Justus made the motion to approve the agenda as written. 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 other public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of May Special & May Regular Meeting Minutes – Chair Kilkenney called for a motion to approve. Vice-chair Bristow made the motion to approve the May Special meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes. Trustee Bozarth made the motion to approve May's Regular meeting minutes. It was seconded by Trustee Hague and the motion carried with all ayes.

b) Approval of May Submitted Claims – Chair Kilkenney called for a motion. Trustee Bozarth made the motion to approve the claims submitted. Chair Kilkenney had questions regarding the Bank of America credit card claim, Trustee Bozarth had a question on the City of Winters claim and Vice-chair Bristow asked if the claim from JB Mowers was the trimmer and did Foreman Glide check at the local Ace Hardware. Foreman Glide responded, yes on the trimmer and Ace didn't carry that model. The motion was then seconded by Vice-chair Bristow. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all May claims approved totaling \$7483.04)

c) Burial Revenues and Certificates Issued – Chair Kilkenney noted and stated, no revenues were received during the month of May.

d) Approve Abandoned Plots List to Reclaim – Manager Carbahal submitted a list of plots she has determined under Health and Safety code #9069 to be abandoned in Sections #1, #3 and #4. Vice-chair Bristow asked how that determination is made. The Manager responded a burial could not have taken place in the last fifty years and an attempt must be made to locate any living relatives. If that fails then the request goes to the County Counsel to submit on our behalf to the Yolo County Superior Court. Trustee Justus made the motion to accept and approve the list and move forward in the process to reclaim. With a second from Trustee Hague and no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MAY, 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>
05/07	50-1152	\$ 75.00	16780	Streamline
	50-1261	\$ 82.15	13249	City of Winters
	50-1210	\$ 68.87	15354	Suisun Valley Fruit
	50-1070	\$ 2.32	12322	JB's Power Equipment
	21-0300	\$ 250.00	XXXX	Ralph Cuberos (Reimb)
	50-1070	\$ 54.59	10841	Valley Truck & Tractor
	50-1071	\$ 263.31	10868	Horizon
05/14	50-1040	\$ 97.52	13369	Waste Management
	50-1190	\$ 150.15	12530	Holt of California
	50-1071	\$ 305.07	10868	Horizon
	50-1071	\$ 87.71	15614	Lemuria Nursery
05/21	50-various	\$ 3906.34	10029	Bank of America C/C
	50-1190	\$ 204.96	10609	DeLage Landen Financial
	50-1070	\$ 595.32	12322	JB's Power Equipment
	50-1151	\$ 250.00	16881	Nigro & Nigro PC
	50-1110	\$ 185.33	10098	Staples Credit Plan
	50-1112	\$ 32.37	13063	Caltronics Business
05/29	50-1071	\$ 42.86	13041	Pacific Ace Hardware
	50-1260	\$ 489.41	10821	PG&E (Pump)
	50-1260	\$ 89.76	10821	PG&E (Maint)
	21-0300	\$ 250.00	XXXX	Lorraine Rominger(Reimb)
Totals		\$ 7483.04		

e) Approve FYE 2019-2020 Documents – Chair Kilkenny asked for a motion. Vice-chair Bristow made the motion to approve the Fiscal Year End 2019-2020 documents with names of Sheila Carbahal and Nick Glide as Authorized signatures and Sheila Carbahal as the contact person. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

Chair Kilkenny called for the Board to go into closed session

CLOSED SESSION – Gov. Code Sec. #54957 Evaluations

Chair Kilkenny called for the Board to return to open session

OPEN SESSION

f) Approve Action Taken in Closed Session – Chair Kilkenny stated closed session was called to complete the evaluation of Manager Carbahal. He added the Board was unanimous in the Manager's very satisfactory evaluation and thanked her for her continued work. Manager Carbahal thanked the Board for their confidence in her and said she will continue to do the best she can for the cemetery. Chair Kilkenny added the Manager reached her top step on the pay chart in 2017. Trustee Justus suggested a 5% raise. After discussion an agreement to a 3.5% raise was made. Trustee Justus made the motion to increase the Manager's salary with a 3.5% raise beginning July 1, 2020. It was seconded by Trustee Hague. Vice-chair Bristow made the motion to accept the recommendation from Manager Carbahal to move both Foreman Glide and grounds man Artemio Franco to their next step increase. It was seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

g) Approve Total Financing Sources for FYE 2020-2021 Budget – The Board reviewed the submitted budget for Fiscal Year End 2020-2021. Chair Kilkenny called for a motion. **Trustee Justus made the motion to accept the budget for Fiscal Year End 2020-2021 with Total Financing Sources in the amount of \$469,912.00.** The motion 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 – Manager Carbahal reported the following. There was one full burial. Covid-19 guidelines have been posted and followed. Donated asphalt was placed on the southwestern road of Section #8. Bank of America called to alert us of a possible fraud in the amount of \$3290.67 on the credit card. It was determined to be a fraudulent charge and has since been removed. A request was made to reduce fees of a burial. The final audit documents were received. Both Section #11 and Management Succession Committee's met for their first meeting. Foreman Glide reported the new irrigation lines near the new office were installed, three trees were planted in Section #15 and cement corners were placed in Section #12 and #15. The gator fuel pump needed replacing and a hedge trimmer was purchased.

b) Current Budget Update – The Manager presented the budget with County reports through April. She informed the Board she has questioned and called the County regarding totals in the Accounts Receivables account. She has asked for an explanation on how they reached their numbers. Unassigned Fund Balance will be used this fiscal year with the cost of the new office and the excavator.

c) Correspondence – Various City, County and State emails received relating to Covid-19 Pandemic. The list for future CAPC meetings was received.

d) Investment Accounts – Chair Kilkenny reported the Investment Committee met and reported the Endowment Accounts both Principal and Interest with Stifel Investment have paper gains totaling \$20,378.48.

e) **Board Comments and Future Agenda Items** – Management Succession to be included on the next agenda.

Revenues for the month of May 2020

Certificate # Receipt #

None received.

The meeting was adjourned at 10:45 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 12:30 p.m. on Thursday, June 4, 2020.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

7/8/2020

Date