

NOTICE
WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

WEDNESDAY
OCTOBER 9, 2019
OPEN SESSION: 9:00 A.M.

Cemetery Office
415 Cemetery Drive – Winters, CA. 95694
(530) 795-2475
wcd415@sbcglobal.net
www.winterscemetery.org

AGENDA

1. CALL TO ORDER - ROLL CALL
2. **ACTION ITEM** - APPROVAL OF AGENDA
3. **PUBLIC COMMENTS**

4. **ACTION ITEMS**
 - a) APPROVAL OF SEPTEMBER MEETING MINUTES
 - b) APPROVAL OF SEPTEMBER SUBMITTED CLAIMS
 - c) BURIAL REVENUES AND CERTIFICATES ISSUED
 - d) COUNTY COUNSEL FILING REQUEST
 - e) INVESTMENT ADVISOR CHANGE AND WITHDRAWAL
 - f) EQUIPMENT PURCHASE

5. **DISCUSSION ITEMS**
 - a) MANAGER'S REPORT – GROUND'S FOREMAN REPORT
 - b) BUDGET UPDATES – JUNE 30, 2019 AND CURRENT
 - c) CORRESPONDENCE
 - d) INVESTMENT ACCOUNTS
 - e) BOARD COMMENTS AND FUTURE AGENDA ITEMS

Name

Sheila Corbado

Date 10/3/2019

Time 12:30 p.m.

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
September 11, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, September 11, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

Present: Chair Dennis Kilkeny, Vice-chair Joseph Bristow, Trustees 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 Kilkeny called for a motion to approve. Trustee Justus made the motion to approve the agenda. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

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

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of August Meeting Minutes – Chair Kilkeny called for a motion to approve. Vice-chair Bristow made the motion to approve the meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of August Submitted Claims – Chair Kilkeny called for a motion. Trustee Hague made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. Comments were made on the additional fees to Ponticello Enterprises for the extra work related to the bidding for the Modular project. The motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all August claims processed and approved. \$7489.06)

c) Burial Revenues and Certificates Issued – Chair Kilkeny called for a motion. Trustee Justus 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) Equipment Purchase – Foreman Glide began the discussion on quotes he received for new excavators. Two quotes were below the amount budgeted and several over budgeted amount. He added, he has been able to test four pieces of equipment. Board members suggested he try and get quotes on slightly used equipment and also see what a long term rental contract would cost. Trustee Justus said he can contact an equipment representative to see what he can locate. Trustee Bozarth questioned, would it be cost effective to buy the lower cost machine and buy the boom extension for reach. Manager Carbahal stated we need to consider there's also the cost of the VFD control panel that's included in our budgeted equipment account so we need to consider an excavator under \$50,000. Chair Kilkeny commented, there's the possibility we will need to purchase an excavator over \$50,000.00. No action was taken. More information will be gathered for next month.

e) Cemetery Drive - Manager Carbahal had requested Board members bring options or ideas to the meeting that could be approved for ways to prevent another incident similar to the one that occurred on August 23rd whereby the manager was threatened to the point of calling 911. The Board agreed that precautions should be taken and the police contacted for solutions.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – The Manager reported the following. The County’s computer upgrades required our vendor numbers to be changed on all claim forms. County has not yet closed Fiscal Year End June 30, 2019. Continuing problems with Payality regarding EDD notices for failure to file or failure to pay the payroll taxes. The contractor has begun mobilization to start the Modular project. Trustee Bozarth has been monitoring the work progress. Foreman Glide reported the grounds were fertilized and aerated. He’s received several quotes on excavators and had demos brought out for test runs.

b) Current Fiscal Budget – The Manager presented an incomplete budget report through August. She stated June 30, 2019, general ledger numbers have not been finalized from the County and nothing has been received for July and August.

c) Correspondence – Word was received that Mel Lewis a long time sales representative of Cordiero Vault has died unexpectedly. The CSDA has issued various emails relating to current legislation passage. The letter for a permit extension was delivered to the City of Winters for the Modular project.

d) PCA Conference Reports – Chair Kilkenny stated this was one of the best and informative conferences he has attended with subjects relating to the hiring process of employees. Trustee Hague and Foreman Glide agreed that the topics covered were pertinent and the speakers presented information on public works contracts and employee trainings required.


e) Board Comments and Future Agenda Items – Board members will review equipment quotes next meeting.

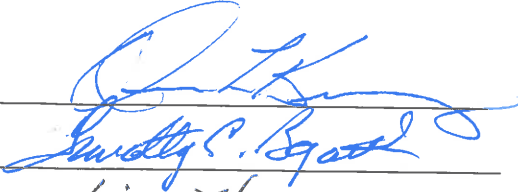
Revenues for the month of August, 2019

		<u>Certificate #</u>	<u>Receipt #</u>
Ralph Cuberos for Josephine Cuberos	Burial	\$1950.75	#4190
Steven Campos for Louie Campos	Burial	\$1014.50	#4191
Steven Campos for Cindy Sanchez	Burial	\$ 950.00	#4192
Voided			#4193
Debra Carter for Pamela Logan	Burial	<u>\$1264.50</u>	#4194
Total		\$5179.75	

The meeting was adjourned at 10:30 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, September 5, 2019.


 Sheila Carbahal
 Manager/Board Clerk



Judy C. Good

Viona Hague

Board of Trustees

10/9/2019

Date