

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday  
July 10, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, July 10, 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 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. 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 Kilkenney opened public comments. Vice-chair Bristow stated he was speaking as a member of the public. He presented a letter to the Manager and the remaining Board members of his intention to hold the cemetery and the adjacent property owner responsible if his property is inundated with storm water runoff that causes damage to his back yard, as it did in the winter of 2018-2019. He is requesting that the cemetery be diligent and proactive and notify the adjacent property owner that solutions were given to them to make the corrective actions needed. Chair Kilkenney thanked Mr. Bristow. Trustee Bozarth asked if this is considered a conflict because he lives next to the cemetery. The Manager replied yes, she stated she contacted County Counsel for guidance in how to proceed to eliminate the conflict for this meeting and beyond .

**AGENDA ITEM NO. 4 - ACTION ITEMS**

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

**b) Approval of June Submitted Claims –** Chair Kilkenney called for a motion. Trustee Hague made the motion to approve the claims. The motion was then seconded by Trustee Bozarth. With no questions or discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all June claims processed and approved. \$3,721.64)

**c) Burial Revenues and Certificates Issued –** Chair Kilkenney called for a motion. Vice-chair Bristow made the motion to acknowledge the previously approved sale of Burial Rights Certificates #1550-1551, the sale of #1552 and approve the amended Burial Rights Certificate #1449. The Manager stated this family wished to trade plots in Section #12 for plots in the upright headstone area of Section #11. She added they paid the difference in cost and the burial fees. It was then seconded by Trustee Justus. With no further discussion the motion carried with all ayes.

**d) Acknowledge Receipt of Attorney Engagement Letter** – Chair Kilkenny called for a motion. Trustee Justus made the motion to acknowledge receipt of the Attorney Engagement letter. It was seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

**e) Acknowledge Receipt of Auditor’s Engagement Letter** – Chair Kilkenny called for a motion. Trustee Justus made the motion to acknowledge receipt of and sign the Auditor’s Engagement letter. It was seconded by Trustee Bristow. With no further discussion the motion carried with all ayes.

**f) Authorize County Counsel to Issue Letter** – Chair Kilkenny stated the Board would be discussing and possibly voting on issues related to the property adjacent to the cemetery. Vice-chair Bristow stood up and stated he will recuse himself due to a conflict and at that time left the office. Due to the amount of rainfall last winter the Board discussed how the developer raising the elevation of the adjacent property and restricting the natural historical flow of water, resulted in the flooding onto the Cemetery grounds. From the adjacent pad and Cemetery grounds the water then moved onto Joseph Bristow’s property. It was recommended that Manager Carbahal request County Counsel to issue a letter to the developer and the City of Winters stating our concerns and request this problem be remedied before the next winter season. Trustee Bozarth made the motion to have County Counsel issue the letter. It was seconded by Trustee Justus. With no further discussion the motion carried with ayes from Chair Kilkenny, Trustee’s Justus, Hague and Bozarth. Vice-chair Bristow was called back into the office building.

**AGENDA ITEM NO. 5 - DISCUSSION ITEMS**

**a) Manager’s and Ground’s Foreman Report** – The Manager reported the following. Staff completed four full and four cremation burials. The County has delayed ADP Payroll startup, Eaton Pumps made repairs to the Check and Crispin valves on the tank. The bid documents and project manual for the modular will be condensed for the public bidding on July 25<sup>th</sup>. Foreman Glide reported the maintenance of weeds, installation of the VFD panel for the pump and the drip line installation for the rose bushes on the east fence line.

**b) Current Fiscal Budget** – The Manager presented the budget through May with preliminary numbers through June. She stated depending how much money is disbursed for the Modular before June 30<sup>th</sup> will determine how much funds will move to Fund Balance. At present time revenue exceeds expenses by \$34,000. She added one account in the Service and Supplies is over budget due to the cost for removal of the diseased oak tree.

**c) Correspondence** – Modular site public bid notification has been posted. CAPC Annual Seminar notice was received and CSDA notified us via email the State Budget was signed.

**d) Investment Accounts** – The Investment committee meets today and will have a report at the August meeting.

**e) Board Comments and Future Agenda Items** – A reminder that the mandatory pre-bid meeting with contractors is today at 1:30 p.m.

**Revenues for the month of June, 2019**

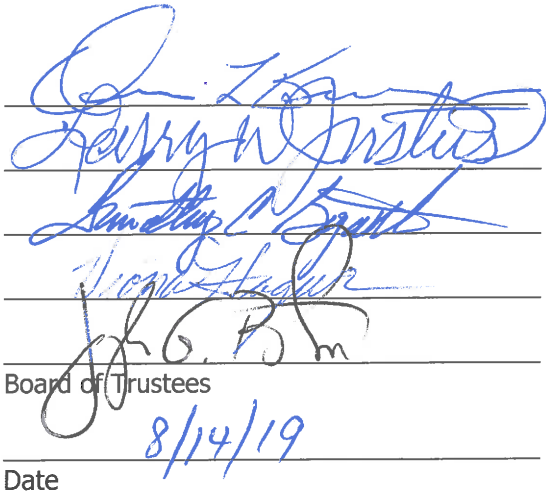
		<b><u>Certificate # Receipt #</u></b>	
Noe Solorio for Aristeo Solorio	Plot/Burial	\$1964.50	#1550 #4181
Donna Laviolette/Ann Gertz	Burial	\$2000.75	#4182
Margarita Castillo/Francisco Castillo	Plot/Burial	\$1964.50	#1551 #4183
Corina Morris for Theodore Couture	Plot/Burial	\$3350.75	#1552 #4184
Katie Eads for Julie A Sonju	Burial	\$2064.50	#4185
Sharon Martin for Willard "Bill" Martin	Burial	\$ 964.50	#4186
Maria Rodriguez/J. Refugio Rodriguez	Burial	<u>\$2550.75</u>	#4187
Total		\$14860.25	

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

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District's office front door by 1:30 p.m. on Wednesday, July 3, 2019.



Sheila Carbahal  
Manager/Board Clerk



Board of Trustees

Date 8/14/19