

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
February 12, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, February 12, 2020, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

Present: Chair Dennis Kilkeny, 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 Kilkeny called for a motion to approve. Trustee Bozarth 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 Kilkeny opened and then closed Public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of January Submitted Claims – Chair Kilkeny called for a motion. Trustee Justus made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. Trustee Justus then asked if the large claim to ProBuilders was previously approved. Manager Carbahal replied, the invoice was reviewed and signed by Trustee Bozarth. She added this was the second payment towards the amount approved during the bid process. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all January claims processed and approved. \$107,474.43)

c) Burial Revenues and Certificates Issued – Chair Kilkeny called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1563-1565 and the pre-signing of Burial Rights Certificates #1568-1570. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

d) Board Members Reclassification – Chair Kilkeny called for a motion to stipulate that the Board members of The Winters Cemetery District are now classified as employees. Vice-chair Bristow made the motion to reclassify the members as employees. Trustee Justus commented that he thought this subject was tabled. Manager Carbahal stated this is required by both the IRS and EDD. The Manager was asked if the Board is eligible for benefits. She replied that she has asked the County and is waiting for a reply. The motion was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JANUARY, 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>
01/09	50-1152	\$ 75.00	16780	Streamline
	50-1040	\$ 427.44	13369	Waste Management
	50-1070	\$ 276.50	11474	Pisani's Service
	50-1071	\$ 84.40	15354	Suisun Valley Fruit
	50-various	\$ 49.31	12361	Pisani's Auto Parts
	50-1090	\$ 125.00	12451	Public Cemetery Alliance
	50-3020	\$92195.83	18037	Swierstok/ProBuilders
	503020	\$ 5882.97	10813	Ample Electric
	501151	\$ 3000.00	16881	Nigro & Nigro PC
	21-0300	\$ 250.00	XXXX	Margarita Castillo(Refund)
01/17	21-0300	\$ 250.00	XXXX	Melody Couture (Refund)
	50-various	\$ 261.85	10029	Bank of America C/C
	21-0300	\$ 250.00	XXXX	Betty Frisbee
	21-0015	\$ 394.00	9506	State of CA/CDTFA
	50-1070	\$ 550.00	XXXX	Priority West
	50-1151	\$ 200.00	11125	CalPERS/SSSA
	50-3020	\$ 2302.98	XXXX	Ben Lang/Budget Blinds
01/24	50-1190	\$ 195.20	10609	DeLage Landen Financial
01/27	50-1260	\$ 50.94	10821	PG&E (Pump)
	50-1260	\$ 327.64	10821	PG&E
	50-1020	\$ 181.16	10413	AT&T
	50-1020	\$ 73.45	10831	AT&T (UVerse)
	50-1110	\$ 20.84	10246	Alhambra
	50-1071	\$ 49.92	13041	Pacific Hardware

Totals **\$107,474.43**

a) Manager's and Ground's Foreman Report – The Manager reported the following. Staff had one burial, auditors have requested more than 300 documents and packing office files for the move into the new office was completed. The new office process began three years ago and the City of Winters has signed off on final inspection. The City also turned on water and sewer services. Phone and internet service has been switched from AT&T to Wave to reduce cost. The Cemetery will be closed Monday, February 17th in honor of President's Day. Foreman Glide reported on the following. All trees and shrubs have been trimmed, cement coping in plots in older sections are continuing to be uncovered. Cutting and trimming grass has begun due to warmer weather.

b) Budget Updates – The Manager presented the budget with County reports through December with January preliminary numbers. The Board discussed the cost of the new office building.

c) Correspondence - Communication from the law firm of Jeppson & Griffin regarding the retention of files older than five years. CalPERS newsletter relating to seminars on reducing Unfunded Liabilities.

d) Board Comments and Future Agenda Items – The Board requested an Agenda discussion item for the annual planning meeting in May.

Revenues for the month of January 2020

			<u>Certificate # Receipt #</u>	
Martha Rodriguez	Plot	\$1400.00	#1563	#4214
Marcella Morales	Plot	\$1200.00	#1564	#4215
Baudelia Arellano	Plot change	\$ 300.00	**	#4216
Joyce Middleton (Replacement check of 12/5/19)		\$2400.75		#4217
John Lopez for Barry A. Staats	Burial	\$1950.75		#4218
Maribel Santana/Jose Santana	Plot/Burial	<u>\$3350.75</u>	#1565	#4219
Total		\$10602.25		

**Location change original purchase 1/05/2012
BRC#1419

The meeting was adjourned at 9:55 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 1:30 p.m. on Thursday, February 6, 2020.

Sheila Carbahal
Manager/Board Clerk

[Signature]

Randy D. Fustus

Kimberly C. Smith

Wanda M. Hogue

John G. [Signature]

Board of Trustees

Date

3/11/2020
