

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
May 13, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, May 13, 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. 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 March Meeting Minutes – Chair Kilkenney 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 March and April Submitted Claims – Chair Kilkenney called for a motion. Trustee Hague made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. Chair Kilkenney commented that claims were approved via phone calls with the manager if no second signature listed. Manager Carbahal added she would write SIP per DK on those claims. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheets listing all March claims \$30,349.56 and April claims \$55,944.27 approved)

c) Burial Revenues and Certificates Issued – Chair Kilkenney called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1569-1571 and the pre-signing of Burial Rights Certificates #1574-1576. It was seconded by Vice-chair Bristow. With no further discussion the motion carried with all ayes.

d) Form Committee for Management Succession – Chair Kilkenney commented that he and Manager Carbahal would be on this committee and asked Trustee Justus if he would consider it, noting his years as a Board member and his working with managers and staff. Trustee Justus agreed. All Board members were in agreement.

e) Form Committee for Master Plan of Section 11 – Chair Kilkenney asked for two Board members to volunteer if interested in this committee. Trustee Hague and Vice-chair Bristow with Manager Carbahal will form this committee. All Board members were in agreement.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: MARCH, 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>	
03/05	50-1152	\$ 75.00	16780	Streamline	
	50-1040	\$ 198.34	13369	Waste Management	
	50-1020	\$ 122.55	XXXX	Wave	
	50-1261	\$ 82.15	13249	City of Winters	
	50-various	\$ 171.01	13041	Pacific Ace Hardware	
	50-3020	\$22361.00	18037	Swierstok dba ProBuilders	
	50-1110	\$ 20.84	10246	Alhambra	
	50-1071	\$ 306.02	34514	Winters Aggregate LLC	
	50-1130	\$ 208.00	14668	Polyguard & Company	
	50-1260	\$ 116.84	10821	PG&E	
	50-1260	\$ 66.05	10821	PG&E (Pump)	
	50-various	\$ 173.68	12361	Pisani's Auto Parts	
	50-various	\$ 437.42	15354	Suisun Valley Fruit	
	03/12	50-1071	\$ 194.90	10868	Horizon
		21-0300	\$ 250.00	XXXX	Frances Martinez
03/19	50-1190	\$ 195.20	10609	DeLage Landen Financial	
	50-1249	\$ 165.00	12489	Cache Creek Monuments	
03/20	50-1252	\$ 1795.33	13019	Ramos Oil Company	
	50-various	\$ 1993.36	10029	Bank of America C/C	
03/26	50-1071	\$ 1296.56	19851	TreeSap Farms, LLC.	
	50-1110	\$ 30.62	10246	Alhambra	
	50-1071	\$ 89.69	13041	Pacific Ace Hardware	
Totals		\$30349.56			

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: APRIL, 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>
04/02	50-1152	\$ 75.00	16780	Streamline
	50-1020	\$ 112.52	XXXX	Wave
	50-1261	\$ 82.15	13249	City of Winters
	50-1130	\$ 2482.00	14668	Polyguard & Company
	50-1260	\$ 226.53	10821	PG&E (Pump)
	50-1260	\$ 85.88	10821	PG&E (Maint Bldg)
04/09	50-1260	\$ 7.76	10821	PG&E (Office)
	21-0015	\$ 400.00	9506	State of CA/CDTFA
	50-1040	\$ 198.34	13369	Waste Management
	21-0300	\$ 162.00	12489	Cache Creek Monuments
	50-1071	\$ 352.60	15354	Suisun Valley Fruit
	50-1070	\$ 59.91	12361	Pisani's Auto Parts
04/23	50-various	\$ 549.88	12322	JB's Power Equipment
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-1071	\$ 236.64	15614	Lemuria Nursery
	50-1205	\$ 105.56	10029	Bank of America C/C
04/30	50-3070	\$49991.44	XXXX	Volvo Construction
	50-1110	\$ 36.84	10246	Alhambra
	50-1260	\$ 69.20	10821	PG&E (Off/Maintenance)
	50-1260	\$ 436.46	10821	PG&E (Pump)
	50-1260	\$ 78.36	10821	PG&E (Modular)

Totals **\$55944.27**

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager’s and Ground’s Foreman Report – Manager Carbahal reported the following. There were a total of four full burials and two cremation burials during March and April. The 2019 Compensation report was filed with the State. The FPPC 700 forms were processed. The Cemetery scored a 98% from Lafco for Website transparency. Covid-19 guidelines from the County and CDC are being followed by limiting public contact with office and grounds personnel. The County has rectified the issue with bounced payroll checks to all Board members. The VFW has cancelled the Memorial Day Service due to Covid-19. The closing documents for fiscal year 2019-2020 were received along with budget templates for fiscal year 2020-2021. Foreman Glide reported that the office drip irrigation has been fixed by installing a pressure reducer. He’s been spraying weeds on all areas of the cemetery, serviced equipment and purchased a new weed eater. Cement corner guards were placed on Section 11.

b) Budget Update – The Manager presented the budget with County reports through March with April’s preliminary numbers. She also presented the preliminary budget numbers for fiscal year 2020-2021. Questions were asked on the estimated cost of projects considered for next year.

c) Correspondence - County Financial Officer Chad Rinde notified the cemetery of the dates and the amounts that will be pulled from revenues beginning June 2020 for the AB1290 Pass Through Funds the County erroneously calculated. The first payment will be \$500, next payment in January 2021 will be \$920 and the final payment of \$1164 will be on June 1, 2021. We’ve also received numerous updates pertaining to Covid-19 pandemic. Notice was received from the Yolo County Board of Supervisors adjusting appointed Board member’s term ending dates from January 31st to January 1st.

d) Investment Accounts – The March reports were reviewed and the investment committee will meet later with a report in June.

e) Board Comments and Future Agenda Items – Committee updates, abandoned plots and budget information will be included in the next agenda.

Revenues for the month of March & April 2020

			<u>Certificate # Receipt #</u>	
Lidia Montiel for Jesus Garibay	Plot/Burial	\$3150.75	#1569	#4227
Susan Reimers for John Reimers	Burial	\$ 714.50		#4228
Joe Martinez for Emilio Martinez	Burial	\$1950.75		#4229
Maria Bernal/Ramiro Bernal Zuniga	Plot/Burial	\$3150.75	#1570	#4230
AT&T	Refund	\$ <u>46.61</u>		#4231
Total		\$9013.36		
Esperanza Lomeli/Maria G Jauregui	Burial	\$1950.75		#4232
Maria Valadez	Donation	\$ 70.00		#4233
Laura Salas for Carmen Franco	Burial	\$1950.75		#4234
Maria Bernal for Tomas J Bernal	Plot/Burial	<u>\$1964.50</u>	#1571	#4235
Total		\$5936.00		

The meeting was adjourned at 10:05 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 2:00 p.m. on Thursday, May 7, 2020.

Sheila Carbahal
Sheila Carbahal
Manager/Board Clerk

[Signature]
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Board of Trustees

6/10/20
Date