

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
Tuesday
May 5, 2020**

SPECIAL MEETING MINUTES

A special meeting of the Winters Cemetery District was held Tuesday, May 5, 2020, at 9:00 a.m. at the cemetery office.

ROLL CALL:

Chairperson Dennis Kilkenny called the meeting to order noting those in attendance.

Present: Chair Dennis Kilkenny, Vice-Chair Joe Bristow, Trustee's Larry Justus, Viona Hague, Timothy Bozarth with Manager Sheila Carbahal, Foreman Nick Glide and Grounds man Art Franco

AGENDA ITEM NO. 2 Action – Agenda Approval

Chairperson Kilkenny called for a motion. Vice-chair Bristow made the motion to approve. It was seconded by Trustee Justus. With no further discussion and all ayes the motion carried.

AGENDA ITEM NO. 3 Public Comments

Public comment was opened and closed seeing no public in attendance.

AGENDA ITEM NO. 4 Discussion – Yearly Planning Meeting

Chairperson Kilkenny turned the meeting over to Manager Carbahal. Manager Carbahal stated that all precautions are being taken during Covid-19 pandemic. Everything was disinfected, hand sanitizers were made available and chairs were spaced more than six feet apart with all present coming in wearing a mask.

Manager Carbahal stated Board members and staff received their packets with a review of last year's information. Yolo County Board of Supervisors have changed the Trustees term dates to coincide with the Health and Safety code to January 1. Three trustees will be up for re-appointment at that time. Spreadsheets of Revenues, Services and Supplies and Fund Balances for 2007 through present year was reviewed. The Redevelopment Pass Thru Funds were reviewed and showed seventeen years remaining. The available plots for both full burial and cremations were discussed. Foreman Glide commented that we could reduce plot size by two feet to allow for more burials. Fund Balance accounts were reviewed along with the Endowment Funds previously held by Wells Fargo Advisors and now held with Stifel Investments. The status and life expectancy of the grounds equipment was discussed. Monitoring the City of Winters General Plan will continue. The new office has been completed with landscaping to be completed. Chairperson Kilkenny commented our revenues exceeded expenditures for the past two years allowing for those funds to be used for future projects.

The Immediate and Two Year Plans included the following for the cemetery. A Policy manual, continue with computerized mapping program, road resurfacing for the north half of the cemetery. Trustee Bozarth was asked about the roads and he commented the roads will get worse if nothing is done. Vice-chair Bristow's suggestion to get electricity to the flagpole should be a priority. Solar lights were suggested for a temporary fix until the electricity can be added. Foreman Glide commented that he and Art could do the ground work. Front entrance Cemetery signs will be ordered. A committee for Section 11 improvements was formed with Vice-chair Bristow, Trustee Hague and Manager Carbahal. A granite bench for Section 11 will be added. A committee for the Management succession was formed with Chairperson Kilkenny, Trustee Justus and Manager Carbahal to develop protocols for recruiting a new manager.

The maintenance building and surrounding areas will be cleaned up and shrubbery pruned due to disease. Grounds equipment will be reviewed to determine when there is need for a future purchase.

Under the Five Year Plan the Board will continue to review the necessity of more land for an additional cemetery. Assess roads not previously repaired for any needed work.

BOARD COMMENTS – The Board would like the committees to bring information back to the June meeting.

A motion was made to adjourn the meeting at 11:00 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the office front door and the bulletin board of the Post Office at 12:30 p.m. on Thursday, April 30, 2020.

Sheila Carbahal
Sheila Carbahal
Manager/Board Clerk

[Signature]
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Board of Trustees
6/10/20
Date