

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday  
February 14, 2018**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, February 14, 2018, at 9:00 a.m. at the cemetery office.

**ROLL CALL:**

Chairperson Kilkenny called the meeting to order noting a quorum with all members present.

**Present:** Chair Dennis Kilkenny, Vice-Chair Joseph Bristow, Trustee Larry Justus, Trustee Timothy Bozarth, Trustee Viona Hague, Manager Sheila Carbahal, Foreman Nick Glide

**AGENDA ITEM NO. 2 Action Item – Approval of Agenda**

Chair Kilkenny called for a motion to approve. Trustee Justus made the motion to approve the agenda, with a second from Vice-Chair Bristow. The motion carried with all ayes.

**AGENDA ITEM NO. 3 Public Comments**

Chair Kilkenny opened and closed public comments seeing no public in attendance.

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

**a) Approval of January and Special Meeting Minutes** - Chair Kilkenny called for a motion to approve. Trustee Hague made the motion to approve all minutes as submitted. Trustee Bozarth seconded the motion. The motion carried with all ayes.

**b) Approval of January Submitted Claims** - Chair Kilkenny called for a motion. Trustee Justus made the motion to approve with a second from Trustee Bozarth. The motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all claims processed and approved. \$12,938.02)

**c) Revenues & Burial Certificates Issued** - Chair Kilkenny called for a motion. Vice-Chair Bristow made the motion to acknowledge the revenues received, the sale of Burials Rights Certificate #1521 and approve the pre-signing of Burial Rights Certificates #1524-#1526. It was seconded by Trustee Hague. With all ayes the motion carried.

**d) Special District Financial Transaction Report –** Manager Carbahal presented the report received from the County and the charges of \$455.00 previously approved in November 2017. She added the report had some minor errors that County representative Josh Iverson stated will be corrected. Chair Kilkenny called for a motion to accept the report and County charges. Trustee Justus made the motion to accept the report and fee. Trustee Hague seconded the motion. The motion carried with all ayes.

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

**a) Manager's and Ground's Foreman Report –** The Manager reported having contact with the Veteran's Administration regarding headstones for Veterans with blank markers. Vice-Chair Bristow initiated the project to ensure all Veterans buried will have their graves marked. All

attempts will be made to locate family of these veterans if possible. The Auditors were out on January 24<sup>th</sup> and has not yet completed a draft report. The modular building project is moving

forward with the aid of an architect and design person to assist with the permitting, bidding and construction process. Foreman Glide reported more Sumac trees were removed from the west berm area. He stated a main irrigation line will need to be added past section ten in order for the drip irrigation to work adequately on the north end of the berm. He added during the past month he has serviced most of the equipment.

**b) Budget** – The Board reviewed and discussed the current budget. Tax revenues appear to have increased over last years budget.

c) **Correspondence** – The Manager presented an email from Mary Khoshmashrab of the County’s Department of Financial Services seeking nominations for members to the Yolo County Financial Oversight Committee from Board members or employees.

**d) Investment Account Report** – Chairperson Kilkenny as Investment Committee Treasurer reported the committee met on January 10, 2018, for their quarterly meeting to review the reports from Wells Fargo Advisors. He reported on the status of the accounts in relation to the financial markets.

**e) Planning Meeting** – All board members and staff met for a Special Meeting on January 23, 2018, for the first annual yearly planning meeting. Topics covered the comparison and review of the last ten years of the following revenues, expenditures, fund balances and status of the current year budget. They reviewed planning on the new modular building, current projects and placed in order of priority for the two and five year future planning.

**f) Board Comments – Future Agenda Items** – Chair Kilkenny and Manager Carbahal will report back on the CAPC conference.

**Revenues for the month of January, 2018**

		<b>Certificate # Receipt #</b>	
Richard Pitts for Maria Pitts	Burial	\$1950.75	#4106
Claudyne Roberts for Charles Roberts	Burial	\$ 964.50	#4107
Daniel Burnette for Marjorie Burnette	Burial	\$1264.50	#4108
Rachel Reyes for Francisco Castro	Plot/Burial	<u>\$3350.75</u>	#1521 #4109
Total		\$7530.50	

The meeting was adjourned at 10:05 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted at three separate locations at 1:30 p.m. on Thursday, February 8, 2018.

Sheila Carbahal  
Manager/Board Clerk

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Board of Trustees

Date \_\_\_\_\_