

**WINTERS CEMETERY DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
Wednesday, October 14, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, October 14, 2020, 9:00 a.m. at the cemetery office.

**ROLL CALL:**

Chair Kilkenney called the meeting to order noting the following Board members present and staff in attendance.

**Present:** Chair Dennis Kilkenney, Vice-chair Joseph Bristow, Trustee's Larry Justus, Timothy Bozarth and Viona Hague. Also attending 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 Bozarth made the motion to approve the agenda as written. There was a second from Trustee Justus. 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 September Regular Meeting Minutes** – Chair Kilkenney called for a motion to approve. Trustee Hague made the motion to approve the minutes as submitted. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

**b) Approval of September Submitted Claims** – Chair Kilkenney called for a motion. Vice-chair Bristow made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

**Claims submitted and approved**

(Please see attached sheet listing all September claims approved totaling \$3303.38)

**c) Burial Revenues and Certificates Issued** – Chair Kilkenney called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificate #1579. Vice-chair Bristow seconded the motion. With no further discussion the motion carried with all ayes.

**d) November's Regular Meeting Date Change** – Chair Kilkenney called for a motion to move November's regular scheduled meeting date from Wednesday, November 11<sup>th</sup> to Thursday, November 12<sup>th</sup>. Trustee Bozarth had suggested the change at the September board meeting noting November 11<sup>th</sup> Veterans Day is a recognized holiday. Vice-chair Bristow made the motion to change the November meeting date. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

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

**a) Manager's and Ground's Foreman Report** – Manager Carbahal reported the following. Staff completed two full burials, one cremation and one disinterment. Staff continues following guidelines for Covid-19. The Website has been updated in anticipation of LAFCO's transparency review. Mosquito Vector has sprayed the cemetery for two weeks due to the findings of mosquitos with Zika virus in Winters. The Manager completed a two hour Zoom webinar on

**WINTERS CEMETERY DISTRICT  
CLAIMS**

**Claims submitted during the Month of: SEPTEMBER, 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**

<b><u>DATE</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR #</u></b>	<b><u>VENDOR NAME</u></b>
09/03	50-1152	\$ 75.00	16780	Streamline
	50-1110	\$ 47.26	10246	Alhambra
	50-1020	\$ 113.25	11515	Wave
	21-0300	\$ 250.00	XXXX	Maria Rodriguez (Reimb)
09/10	50-various	\$ 79.36	15354	Suisun Valley Fruit
	50-1261	\$ 86.04	13249	City of Winters
	50-1040	\$ 204.05	13369	Waste Management
09/18	50-1190	\$ 195.20	10609	DeLage Landen Financial
	21-0300	\$ 250.00	XXXX	Michael McClain (Reimb)
	21-0300	\$ 250.00	XXXX	Dave Green (Reimb)
09/25	50-various	\$ 742.71	10029	Bank of America C/C
	50-1260	\$ 890.37	10821	PG&E (Pump)
	50-1260	\$ 90.27	10821	PG&E (Maint)
	50-1110	\$ 29.87	10246	Alhambra
<b>Totals</b>		<b>\$3303.38</b>		

Documenting Employee Performance sponsored through PCA and GSRMA. The Audit should be completed by the end of November. Foreman Glide reported the following. All sectional borders were trimmed and sprayed with a ground sterilizer in hopes to curtail the weeds. Mowing and trimming is ongoing daily. All buildings were pressured washed. Metal grave markers were placed in Section #12 making it easier to line up graves and placement of headstones.

**b) Current Budget** – The Cemetery’s final budget numbers from the County for Fiscal Year Ending June 30, 2020 was received. Revenues exceeded projected amounts by \$102,223. Salaries and Benefits were under projected cost by \$14,000. Services and Supplies came in under projected cost by \$31,301. The final expenses from the new modular office were absorbed through unassigned fund balance account. The County has not closed the months of July, August or September.

**c) Correspondence** – Emails were received from Cemeteries 101 regarding cemetery planning. A proposal was received from Mark Krummenacker to prepare the Special District Financial Transactions Report. Roseville Cemetery forwarded an Employment Opportunity listing.

**d) Investment Reports** – The committee will report back in November.

**e) Board Comments and Future Agenda Items** – Vice-chair Bristow informed the Board that he is contacting Brian with Laugenour & Meikle and putting the Cemetery on notice regarding the flooding issue behind his property adjacent to the cemetery.

**Revenues for the month of September 2020**

			<b><u>Certificate #</u></b>	<b><u>Receipt #</u></b>
Tom Ramos for Norman Laukkanen	Burial	\$1950.75		#4257
Maria Hernandez/Pable Hernandez	Niches/Burial	\$2242.90	#1579	#4258
Diane Taylor for John Cutrone	Disinterment	\$1000.00		#4259
Robert Serrato for Kathleen Wimer	Burial	\$1114.50		#4260
Lisa Walters for Narciso Aracil	Burial	<u>\$2750.75</u>		#4261
Total		\$9058.90		

The meeting was adjourned at 9:55 a.m.

Under penalty of perjury I swear the Agenda Notice was posted on the website, on the Winters Post Office bulletin board and the District’s office front door by 9:00 a.m. on Thursday, October 8, 2020.

Sheila Carbahal  
Manager/Board Clerk

Board of Trustees

11/12/2020  
Date