

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

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

ROLL CALL:

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

Present: Chair Dennis Kilkenny, 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 Kilkenny called for a motion to approve. Trustee Justus made the motion to approve the agenda as written. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

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

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of July Submitted Claims – Chair Kilkenny called for a motion. Trustee Bozarth made the motion to approve the claims submitted. The motion was then seconded by Trustee Hague. Chair Kilkenny asked if all cost associated with the new office had been paid and Trustee Bozarth asked what the initials on CalPERS UAL stood for. Manager Carbahal responded yes to the new office invoices all being paid and UAL stands for Unfunded Accrued Liability. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all July claims approved totaling \$35,341.47)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to acknowledge the revenues received and the sale of Burial Rights Certificates #1575-1576. 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. There were three full burials and two cremation burials. The staff is following the CDC guidelines by wearing mask when coming into contact with the public and the grounds men are also continuing to wear gloves during funerals. The County scheduled to close June fiscal year end by August 14th. The Auditors have started the request for documents for FYE June 30, 2020. No word from the County on our request for abandoned plots. Air Quality Resources Board informed us that our 550 gallon gasoline tank needs permitting or reduce size to under 250 gallon. Foreman Glide reported repairs to the JDF1145 battery system, switched mowing decks between the X750 and the X485. The X485 has a larger deck that will reduce mowing passes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: JULY, 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>
07/02	50-1152	\$ 75.00	16780	Streamline
	50-1260	\$ 150.37	10821	PG&E (Office)
	50-1020	\$ 112.48	11515	Wave
	50-1090	\$ 50.00	13003	Winters Chamber
	21-0300	\$ 250.00	XXXX	Guadalupe Hernandez
07/09	50-various	\$ 223.90	15354	Suisun Valley Fruit
	50-various	\$ 76.62	12361	Pisani's Auto Parts
	50-1051	\$ 5000.00	10941	YCPARMIA
	50-1052	\$ 469.82	10941	YCPARMIA
	50-0390	\$ 5000.00	10941	YCPARMIA
	50-1040	\$ 198.34	13369	Waste Management
	50-1261	\$ 82.15	13249	City of Winters
	21-0015	\$ 280.00	9506	State of CA/CDTFA
	50-0310	\$20400.00	24927	CalPERS/UAL
07/16	50-various	\$ 363.56	10029	Bank of America C/C
07/24	50-1071	\$ 134.28	10868	Horizon
	50-1071	\$ 63.86	13019	Ramos Oil Company
	50-1190	\$ 195.20	10609	DeLage Landen Financial
07/30	50-1210	\$ 561.33	19844	Asco Pacific Inc.
	50-1110	\$ 37.03	10246	Alhambra
	50-various	\$ 76.35	13041	Pacific Ace Hardware
	50-1260	\$ 925.98	10821	PG&E (Pump)
	50-1260	\$ 88.32	10821	PG&E (Maint)
	50-1260	\$ 153.30	10821	PG&E (Office)
	50-1020	\$ 112.78	11515	Wave
	50-1130	\$ 260.80	XXXX	Crowne Vault

Totals **\$35341.47**

b) Current Budget – The Manager presented the budget with Cemetery’s July numbers. The revenues and service and supplies were actual but payroll numbers will change due to how the County reports numbers for July.

c) Correspondence – Emails were received requesting public information on employee’s names, positions, salaries and retirement. Yolo-Solano Air Quality Management District called and then emailed regarding our 550 gallon gasoline fuel tank permitting requirement violations. Their personnel will be out Monday, August 17, to do a physical inspection. GSRMA notified us via email the webinar that was conducted for Ethics does not meet the AB1234 requirements.

d) Investment Reports – The Investment Committee will report back in September with reported numbers confirmed through June 30th. Chair Kilkenny asked Manager Carbahal to provide the amount of Endowment funds held by the County at the next meeting.

e) Board Comments and Future Agenda Items – Chair Kilkenny commented for Board members to inform the manager if they would like items added to the next meeting’s agenda. Vice-chair Bristow commented the Veterans of Foreign Wars wanted to thank us for allowing them the use of the old office for a meeting.

Revenues for the month of July 2020

			<u>Certificate # Receipt #</u>	
Stan Gale for Gerald W. Gale	Burial	\$1664.50		#4244
Mary Rodriguez for Hilaria Ramirez	Plot/Burial	\$3550.75	#1575	#4245
Humberto Ricci for Carol Gray Ricci	Burial	\$2250.75		#4246
Debbie Harding for Isabel Cortez	Burial	\$1700.75		#4247
Juan Alarcon for Gloria G Alarcon	Niche/Burial	\$1221.45	#1576	#4248
Craig Laukkanen/Isabella Laukkanen	Burial	<u>\$1950.75</u>		#4249
Total		\$12338.95		

The meeting was adjourned at 9:35 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 12:30 p.m. on Thursday, August 6, 2020.

Sheila Carbahal
Manager/Board Clerk

Board of Trustees

9/9/2020

Date