

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
November 13, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, November 13, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

Present: Chair Dennis Kilkenny, 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 Kilkenny called for a motion to approve. Vice-chair Bristow 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 Kilkenny opened and closed Public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

a) Approval of October Meeting Minutes – Chair Kilkenny called for a motion to approve. Trustee Hague made the motion to approve the meeting minutes as submitted. Trustee Justus seconded the motion. With no further discussion the motion carried with all ayes.

b) Approval of October Submitted Claims – Chair Kilkenny called for a motion. Trustee Justus made the motion to approve the claims submitted. The motion was then seconded by Trustee Bozarth. The Board members commented on the first invoice presented for the modular work site. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all October claims processed and approved. \$109,250.88)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Trustee Justus made the motion to acknowledge the revenues received and the sale of Burial Rights Certificate #1555 issued. It was seconded by Trustee Hague. With no further discussion the motion carried with all ayes.

d) Resolution #2019-01- Investment Changes – Chair Kilkenny stated at last month's meeting the Board discussed the possible withdrawal of Endowment funds from Wells Fargo Advisors to Stifel, Nicolaus & Company. The Investment representative had informed the Board of her decision to move and was requesting the transfer of funds move with her. Chair Kilkenny called for a motion. Trustee Justus made the motion to accept Resolution #2019-01 which transfers Endowment Principal and Interest from Wells Fargo Advisors to Stifel, Nicolaus and Company. It was seconded by Trustee Bozarth. The Board members discussed their confidence in our investment representative and felt confident in the transferring of funds. With no further discussion a Roll call vote was taken. Chair Kilkenny aye, Vice-chair Bristow aye, Trustee Justus aye, Trustee Bozarth aye, Trustee Hague aye. The motion carried unanimously.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: October, 2019

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>
10/08	50-1020	\$ 178.38	10413	AT&T
	50-1110	\$ 58.93	10246	Alhambra
	50-1260	\$ 199.05	10821	PG&E
	50-1260	\$ 684.89	10821	PG&E (Pump)
	50-1260	\$ 12.68	10821	PG&E (New Office)
	50-1071	\$ 62.07	15354	Suisun Valley
	50-various	\$ 43.89	12361	Pisani's Auto Parts
	50-1040	\$ 192.01	13369	Waste Management
	50-1152	\$ 75.00	16780	Streamline
10/11	21-0300	\$ 250.00	XXXX	Olga Cavaliere (Reimb)
	21-0015	\$ 174.00	9506	State of CA/CDTFA
10/18	21-0300	\$ 250.00	XXXX	Luis Rios, Jr (Reimb)
	50-1112	\$ 94.78	13063	Caltronics Business
	50-1190	\$ 195.20	10609	DeLage Landen Financial
	50-3020	\$105750.00	XXXX	Swierstok/ProBuilders
10/31	50-1020	\$ 175.88	10413	AT&T
	50-1020	\$ 64.20	10831	AT&T (UVerse)
	50-1110	\$ 35.56	10246	Alhambra
	50-1260	\$ 140.72	10821	PG&E
	50-1260	\$ 589.79	10821	PG&E (Pump)
	50-1260	\$ 11.03	10821	PG&E
	50-1040	\$ 12.82	13041	Pacific Hardware

Totals **\$109,250.88**

e) Equipment Purchase – Foreman Glide presented the Board with the final two quotes for an excavator and stated he preferred the Volvo excavator for \$49,991.44 versus the Takeuchi for \$42,899.00. Board members questioned why. Foreman Glide commented, he compared the digging and reaching capabilities of both machines and preferred the Volvo. Chair Kilkenny called for a motion. Trustee Justus made the motion to approve the recommendation from Foreman Glide to purchase the Volvo Excavator. Trustee Hague seconded the motion. The motion carried with all ayes.

f) CAPC Conference – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to approve attendance at the CAPC conference in Oxnard in February 2020. Trustee Bozarth 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 on the following. Five burials, meeting with City Manager Donlevy regarding hosting the Dia de los Muertos event, City meeting walkthrough on Olive Grove subdivision regarding flooding and the newest updates to the cemetery website. Foreman Glide reported on equipment repairs, servicing and a main water line leak near the pump.

b) Budget Updates – The Manager presented the budget for County reports received through the month of September. Burial income are the only revenues received at this time. Operating expenses were discussed. Manager Carbahal commented November reports should show some property tax revenue.

c) Correspondence – CalPers newsletter related to Public agencies pension demands was received. A City of Winters Planning Commission meeting notification regarding the Olive Grove subdivision expansion. Emails were received from one particular neighbor with complaints on the modular office installation.

d) Investment Accounts – The Investment Committee are meeting today following the Board meeting and will report back at December’s meeting.

e) Board Comments and Future Agenda Items - Reminder for Trustees needing Ethics update to be completed.

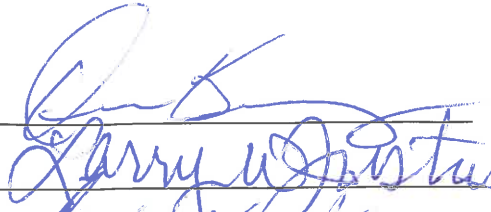
Revenues for the month of October, 2019

		<u>Certificate # Receipt #</u>	
Larry Coyle/Catherine Krisor-Coyle	Burial	\$1364.50	#4198
Carmen Dietz for Ralph Dietz	Burial	\$2164.50	#4199
Michael Ichtertz for Louie Ichtertz	Burial	\$2400.75	#4200
James Thomas for Anthony Thomas	Plot/Burial	<u>\$2114.50</u>	#1555 #4201
Total		\$8044.25	

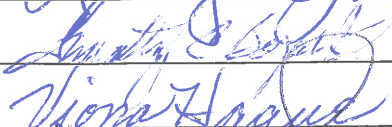
The meeting was adjourned at 10:20 a.m.

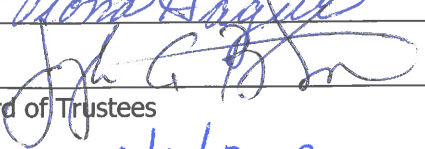
Under penalty of perjury I swear the Agenda Notice was posted on the website, Winters Post Office bulletin board and the District’s office front door by 12:30 p.m. on Thursday, November 7, 2019.

Sheila Carbahal
Manager/Board Clerk



Gary W. Justice


Victoria Hague


John A. Brown

Board of Trustees

Date 12/11/2019