

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
April 10, 2019**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, April 10, 2019, 9:00 a.m. at the cemetery office.

ROLL CALL:

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

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

Guest: Jason Gilder

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. There was a second from Trustee Hague. With no further discussion the motion carried with all ayes.

AGENDA ITEM NO. 3 Public Comments

Chair Kilkenny opened public comment and welcomed public member Jason Gilder. Mr. Gilder wanted to voice his opposition to the location of the new modular office building to be installed. He stated that the manager had spoken to him a year ago about the project and he felt he had been deceived. He stated he thought the manager told him it was going to be a shed. He was hoping that the project hadn't progressed to the point that the location couldn't be moved since there was other open land and because his family would be losing their view of the mountains from their back yard. Trustee Justus commented on the reasons why a new office building was needed. The Board thanked Mr. Gilder for his comments. Manager Carbahal then commented and stated, she never deceived Mr. Gilder nor would she have any reason too.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of March Submitted Claims – Chair Kilkenny called for a motion. Trustee Hague made the motion to approve the claims. Questions were asked on the credit card charges. The manager stated the \$2100 was the CAPC conference and the remainder was for purchases of plywood, tools, kneepads and jackets for the grounds crew. The motion was then seconded by Trustee Bozarth. With no further questions or discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all March claims processed and approved. \$13,748.98)

c) Revenues & Burial Certificates Issued – Chair Kilkenny called for a motion. Trustee Justus asked if the agenda could instead read Burial Revenues. Manager Carbahal said yes. Trustee Bozarth made the motion to acknowledge the revenues received. It was then seconded by Vice-chair Bristow. The motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: March, 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>	
03/06	50-various	\$ 45.28	1691	Pisani's Auto Parts	
	50-1070	\$ 153.86	14418	JB's Power Equipment	
	50-various	\$ 100.73	22109	Suisun Valley Fruit	
	50-1190	\$ 818.07	12530	Holt of California	
03/11	50-3020	\$ 4387.58	XXXX	City of Winters (Permit)	
03/14	50-1169	\$ 120.00	39163	Dennis Kilkenny	
	50-1169	\$ 120.00	23897	Larry Justus	
	50-1169	\$ 80.00	39161	Joseph Bristow	
	50-1169	\$ 120.00	39162	Viona Hague	
	50-1169	\$ 120.00	15988	Timothy Bozarth	
	50-various	\$ 192.01	20318	Waste Management	
	50-1252	\$ 334.31	2394	Ramos Oil Company	
	50-various	\$ 2796.58	20653	Bank of America C/C	
	03/29	50-1190	\$ 202.84	35966	DeLage Landen Financial
		50-1110	\$ 15.95	29920	Alhambra
50-1190		\$ 622.40	12530	Holt of California	
50-1130		\$ 3060.00	38207	Justus & Wilks	
50-1210		\$ 11.64	29330	Pacific Hardware	
50-1020		\$ 60.00	12432	AT&T (UVerse)	
50-1020		\$ 153.97	12432	AT&T	
50-1260		\$ 188.94	18363	PG&E	
50-1260		\$ 44.82	18363	PG&E (Pump)	

Totals **\$13748.98**

d) Special District Financial Transaction Report – Chair Kilkenny called for a motion. Trustee Justus made the motion to acknowledge receiving and accept the Special District Financial Transaction Report for fiscal year 2017 – 2018, issued by the County of Yolo. There was a second from Trustee Bozarth. With no further discussion the motion carried with all ayes.

e) Approve Hourly Rates for Attorney Services - Chair Kilkenny stated he had asked the manager to contact Mark Velasquez of BB&K Law Firm and obtain his fees for assisting with a policy manual and employee handbook. This attorney attends our cemetery conferences and he specializes in Special Districts. Trustee Bozarth made the motion to accept the fee of \$225 per hour estimating at least ten hours. 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 on the following. Staff had three full burials and one cremation, no word on startup of ADP payroll services and the temporary power pole for the modular was installed. The City of Winters approved the Modular and site plans and the permit for the modular was obtained. Chris Davis has been instructed to send out the bid packages to the pre-qualified approved contractors. The Foreman reported that several areas on the grounds have been planted with seeds for wildflowers, rose bushes were planted and a retaining wall for a planter box was erected at the entrance gate.

b) Budget – The Manager presented the budget with County reports through February with preliminary numbers through March. The budget is on track within projected numbers. She added one invoice for the modular in the amount of \$120,000 was processed the first week of April. Vice-chair Bristow asked what is all in the account #05-0400 Other Fringe Benefits. The manager responded that, that is the Cash in Lieu of Health Insurance benefit to the employees. Trustee Justus commented on the property tax revenue stating that we use to get most all of the tax revenue from Solano County at one time. Manager Carbahal responded that she doesn’t know why it’s changed this year unless the County is holding it as an accounts receivable in order to gain interest off of it. Chair Kilkenny stated that the numbers look good.

c) Correspondence – CSDA emailed requesting position letters be sent on AB1486 (Oppose) and ACA 1 (Support) and legal updates. PCA emailed notification of the August conference. Manager Carbahal presented an email that was originally forwarded from the City of Winters regarding city officials working in conjunction with property owners to the north of the city on possible future sales and annexations. The manager suggested letters be written to Lafco and the largest property owner Bellvue North in asking them to consider some land for a future cemetery due to the increasing population.

d) Investment Accounts – The Investment Committee will meet after the regular board meeting to review the March statements received. Chair Kilkenny did add that the investments are looking much better.

e) Board Comments and Future Agenda Items – Chair Kilkenny suggested the other Board members submit their ideas to the Manager as soon as possible for the Planning Meeting in May. Vice-chair Bristow commented that the CAPC newsletter had pictures of our attendees in it.

Revenues for the month of March, 2019

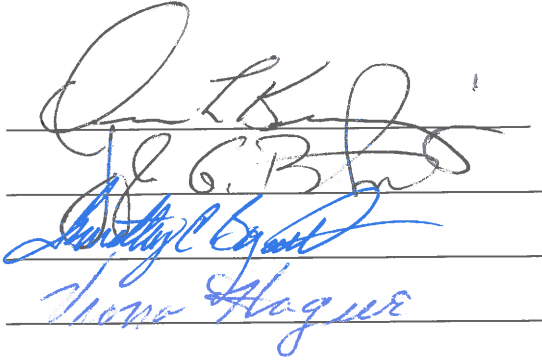
			<u>Certificate #</u>	<u>Receipt #</u>
Smith Funeral Home for Donald Frisbee	Burial	\$1950.75		#4168
Louis Ichtertz for Antoinette M. Ichtertz	Burial	\$2400.75		#4169
Ellyn Dickson for Anita Ramos Eral	Burial	\$1664.50		#4170
Linda Hennagin for Warren H Wann	Burial	<u>\$1114.50</u>		#4171
Total		\$7130.50		

The meeting was adjourned at 10:25 a.m.

Under penalty of perjury I swear that the Agenda Notice was posted on the website, the Winters Post Office bulletin board and the District's office front door by 12:30 p.m. on Thursday, April 4, 2019.



Sheila Carbahal
Manager/Board Clerk



Board of Trustees

5/8/2019
Date