

**WINTERS CEMETERY DISTRICT
BOARD OF TRUSTEES
MINUTES
Wednesday
March 11, 2020**

The regular scheduled monthly meeting of the Winters Cemetery District was held Wednesday morning, March 11, 2020, 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. Trustee Justus 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 then closed Public comments seeing no public in attendance.

AGENDA ITEM NO. 4 - ACTION ITEMS

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

b) Approval of February 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. Questions were asked and answered regarding the claims to Bank of America and Horizon. With no further discussion the motion carried with all ayes.

Claims submitted and approved

(Please see attached sheet listing all February claims processed and approved \$7,115.18)

c) Burial Revenues and Certificates Issued – Chair Kilkenny called for a motion. Trustee Justus made the motion to acknowledge the revenues received, the sale of Burial Rights Certificate #1566-1568 and the pre-signing of Burial Rights Certificates #1571-1573. It was seconded by Trustee Bozarth. With no further discussion the motion carried with all ayes.

d) Solano County Resolution No. 2020-19 – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to accept Solano County's Resolution No. 2020-19 regarding the sale by public auction of Tax Defaulted properties. Trustee Bozarth seconded the motion. With no further discussion the motion carried with all ayes.

e) Yolo County Minute Order No. 20-12 Item No. 11 – Chair Kilkenny called for a motion. Vice-chair Bristow made the motion to accept Yolo County's Minute Order No. 20-12 regarding the sale by public auction of Tax Defaulted properties. Trustee Hague seconded the motion. With no further discussion the motion carried with all ayes.

**WINTERS CEMETERY DISTRICT
CLAIMS**

Claims submitted during the Month of: FEBRUARY, 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>
02/06	50-1152	\$ 75.00	16780	Streamline
	50-1040	\$ 320.05	13369	Waste Management
	40-4002	\$ 550.00	XXXX	Betty Frisbee (Plot refund)
	50-1112	\$ 250.00	13063	Caltronics
	50-1020	\$ 112.68	XXXX	Wave
	50-1261	\$ 82.15	13249	City of Winters
02/20	50-1190	\$ 195.20	10609	DeLage Landen Financial
	21-0300	\$ 250.00	XXXX	Noe Solorio (Reimb)
	50-various	\$ 4732.67	10029	Bank of America C/C
02/27	50-various	\$ 87.48	10098	Staples
	50-1112	\$ 44.47	13063	Caltronics Business
	50-1071	\$ 68.88	15614	Lemuria Nursery
	50-various	\$ 346.60	10868	Horizon

Totals **\$ 7115.18**

AGENDA ITEM NO. 5 - DISCUSSION ITEMS

a) Manager's and Ground's Foreman Report – Manager Carbahal reported the following. Staff had one full and two cremation burials. The Special District Transaction Report was filed with the State Controller's office. The final lien release was received on the modular office and final payment was sent to the contractor. Memorial Day Service will be handled by the VFW and Trustee Bristow has been assisting them in obtaining the guest speaker. The landscaping around the modular and the west berm area is ongoing. Foreman Glide has been spraying for weeds on grass and roadways, aerating sections 8, 9, and 12. Cement borders are being constructed around section 11 with more to be added where needed.

b) Budget Update – The Manager presented the budget with County reports through February showing Property tax revenues, Pass Through funds and burial revenues higher than expected. All other accounts for salaries, benefits and operating expenses are on target. Chair Kilkenny asked for the final numbers on the Modular office. Manager Carbahal responded, the final numbers for the Modular office, site work and ADA requirements is \$445,613.26.

c) Correspondence - Numerous newsletters and emails regarding Harassment and Ethics Training. CSDA notices regarding the COVID-19 virus protection measures.

d) Annual Planning Meeting – The Board is planning for a tentative date of May 5, 2020, for the annual planning meeting. Chair Kilkenny asked for all board members to receive last year's Planning Meeting outline in order to review and discuss at the April meeting.

e) Investment – The investment committee's report showed a paper gain of \$12,770.33 in the Endowment Principal's account and \$2,378.16 in the Endowment Interest account.

f) Board Comments and Future Agenda Items – The Board requested an agenda discussion item in April for the annual Planning Meeting in May.

Revenues for the month of February 2020

			<u>Certificate # Receipt #</u>	
Ramon Del Toro	Plots	\$5600.00	#1566	#4220
Ron & Patricia Blackwell	Plots	\$2400.00	#1567	#4221
AT&T	Refund	\$ 22.43		#4222
Gilbert Alarcon/Brigida & Wence Alarcon	Burials	\$2250.75		#4223
Mindy Rosales for Manuela Collado	Niche/Burial	\$1521.45	#1568	#4224
Katherine Hartwell/Kenneth Snow	Burial	\$ 714.50		#4225
Hermalene Shine for Jennifer Kittrell	Burial	<u>\$1664.50</u>		#4226
Total		\$14173.63		

The meeting was adjourned at 10:18 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 1:30 p.m. on Thursday, March 5, 2020.



Sheila Carbahal
Manager/Board Clerk

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Board of Trustees

[Handwritten date]

Date