



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, July 16, 2025

1. Chairman Bristow called the meeting to order at 9:00 a.m.

2. Roll Call

Board members present: Chairman Joe Bristow, Vice Chairman Timothy Bozarth, Trustee Viona Hague, Trustee Lucrecia Sandoval, and Trustee Dennis Kilkenny.

Absent: none

Also in attendance: Board Clerk/Manager Eric McDermott & Foreman Nick Glide.

3. **Agenda Item #3 - Approval of Agenda:** Chairman Bristow called for a motion to approve agenda. Trustee Kilkenny made motion to approve meeting agenda, 2nd by Vice Chairman Bozarth.

With no further discussion, motion carried with all ayes.

4. **Agenda Item #4 – Public Comments:** Chairman Bristow opened the meeting to public comment, seeing no public in attendance public comments closed.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of June 11th Regular Meeting Minutes** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve Regular meeting minutes, 2nd by Trustee Hague.

With no further discussion, motion carried with all ayes.

b) **Approval of June Submitted Claims** – Chairman Bristow called for a motion. Trustee Hague made motion to approve June submitted claims in the amount of \$28,720.96, 2nd by Vice Chair Bozarth. Discussion: Inquiry of Davis Enterprise & Asco Pacific by Vice Chair Bozarth. Multiple Waste Management claims questioned by Trustee Sandoval.

With no further discussion, motion carried with all ayes.

c) **Approval of June Submitted Revenues and Burial Certificates Issued** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve June submitted revenues of \$3,6951.50 and Burial certificate issued #1727, 2nd by Trustee Sandoval.

With no further discussion, the motion carried with all ayes.

- d) **Approval of a Winters Cemetery District Officials, Authorized Employees and Independent Auditor** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve Winters Cemetery District Officials, Authorized Employees and Independent Auditor, 2nd by Vice Chair Bozarth.

Chair Bristow questioned if these were the same forms (District Officials and Agencies Authorization) that were approved last year. Response: Same forms and authorizations approved and signed each fiscal year.

With no further discussion, the motion carried with all ayes.

- e) **Approval of “Proposed” Letter of Completion for Vintage Paving** - Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve Proposed Letter of Completion for Vintage Paving, 2nd by Vice Chair Bozarth.

Discussion: Chair Bristow questioned the source and purpose of the letter. Manager McDermott advised letter is an informal project completion notification with final billing and retention payment information noting the necessity to close FY’25 Fixed Asset expenditures on last year’s budget.

With no further discussion, the motion carried with all ayes.

- f) **Approval of Resolution #2025-01 amending Resolution #2016-05 Burials Per Plot Policy** - Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve Resolution #2025-01 amending Resolution #2016-05, Burials Per Plot Policy, 2nd Trustee Sandoval.

Discussion: Manager McDermott commented on the research into other cemeteries, benefit to families and the community, and positive impact on the Cemetery’s current space limitations. Downside, as noted by Foreman Glide, is the number of headstones per grave. Will need to review headstone policy and limit the number of headstones per grave.

With no further discussion, the motion carried with all ayes.

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented preliminary ’25 Fiscal Year-End finance report in comparison to FY’25 Budget noting all object level categories. i.e. salaries and benefits, services and supplies and fixed assets were all within appropriation limits. One point of clarification, still awaiting a reverse distribution (journal entry) from services and supplies to fixed assets that was approved by the Board in the April 9th meeting.

Discussion: Pass-through revenue adjustment, transfer of funds to reserve account and good overall fiscal policy by Board, previous Manager and new Manager.

b) Correspondence:

- i. CalPERS UAL: Manager McDermott shared the Unfunded Accrued Liability (UAL) for both the Classic and PEPRA plans, pointing out the potential \$109,247 savings of the Classic plan if we adopt the more aggressive payment schedule. Discussion: Chair Bristow questioned the drop in UAL in 2036-2037. Trustee Sandoval questioned how the UAL is calculated noting the high valuation. Trustee Kilkenny commented on the pension fund pool and actuarial calculations advising CalPERS controls and manages the funds and UAL further advised the best long-term option is to pay it down. Trustee Kilkenny made a motion to adopt the 10-year Amortization Schedule. All were in favor. Board Clerk advised that it was not on the consent calendar, but funding was previously approved in the current year's budget. Manager advised he will follow up with CalPERS to initiate the request for additional payment and will make it a consent item on next month's agenda if necessary.
- ii. LAFCO MSR/SOI – Discussion: Recommendation by LAFCO for Winters Cemetery District to engage city regarding need for more land.

c) Staff Reports:

- i. Foreman Glide reported on project progress and general maintenance.
- ii. Manager McDermott reported on June burials and FY'25 year-end closing.

d) Calendar of Events:

- i. Regularly Scheduled Board meeting for 8/13/2025

7. Board Member Comments:

- a) Chairman Bristow requested a new flagpole rope. Old one is in bad shape and getting loaded up with knots. Advised to check Amazon for a 100' for \$40.

8. Adjournment

- a) With no further business, Chairman Bristow called for a motion to adjourn. Vice Chair Bozarth made motion, 2nd by Trustee Sandoval.

Motion carries with all ayes.

Under penalty of perjury, I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District office front door by the 11th day of July 2025.

Ken L. King
Thomas Hoagwood
[Signature]
Samuel C. Bennett
John G. Porter

Eric McDermott, Board Clerk Approval

Eric McDermott

Board of Trustees Date 8/13/2025