



# Winters Cemetery District

Board of Trustees Regular Meeting Minutes  
Wednesday, September 10, 2025

1. Chairman Bristow called meeting to order at 9:01 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. Vice Chairman Bozarth made motion to approve meeting agenda, 2<sup>nd</sup> by Trustee Kilkenny.

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 August 13<sup>th</sup> Regular Meeting Minutes** – Chairman Bristow called for a motion. Trustee Hague made motion to approve regular meeting minutes, 2<sup>nd</sup> by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

b) **Approval of August Submitted Claims** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve August submitted claims in the amount of \$42,687.97, 2<sup>nd</sup> by Trustee Kilkenny. Inquires: \$20,000 CalPERS UAL, \$15,887.34 Vintage Paving retention payment, and Cache Creek Monuments vendor description discussed.

With no further discussion, motion carried with all ayes.

- c) **Approval of August Submitted Revenues, Burial Certificates Issued and Pre-Signing of Burial Certificates** – Chairman Bristow called for a motion. Trustee Sandoval made motion to approve August submitted revenues of \$13,999.00, approve issuance of Burial Rights Certificate #1731-1735 and to authorize pre-signing of certificates 1737-1741, 2<sup>nd</sup> by Vice Chairman Bozarth. Trustee Hague question Certificate 1736 (post approval). Deed issued to Mrs. Cano on 9/3/2026 and not listed in the August report.

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

- d) **Approval of Attendees to the GSRMA conference in Corning, CA** - Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve District Manager McDermott's attendance to the GSRMA conference in Corning, CA, 2<sup>nd</sup> Trustee Kilkenny. Trustee Hague questioned how far away the location was. Date and location confirmed.

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

## 6. Information items:

### a) Financial Reports:

- i. Manager McDermott presented periods 1&2 Financial Report highlighting Revenues from Operations, Endowment Care receipts and anticipated budgeted expenses from the Fixed Asset accounts. Noted all required FYE reports and documents submitted to Yolo County Department of Finance.
- ii. Interest accounts summary report noting Year-over-Year gains. Follow up to previous meetings discussion of CalPERS UAL and the additional Employer Contribution for the Classic 1451 rate plan.

### b) Correspondence:

- i. RFQ from S&S Fencing – Discussion on entry gate scope of work and S&S proposal. Chairman Bristow questioned project time frame and the potential for plan modification. Trustee Kilkenny commented on lack of contractors' RFQ responses and likelihood of sending out additional requests. Vice Chair Bozarth commented on the underground electrical run by Ample last year, noting the possibility of low-voltage transformers for cameras and gate controls. Foreman Glide confirmed junction box location. Trustee Hague requested the Cemetery Marque be designed and bid out before we move forward with the automated gate, even if the two projects are separate. Trustee Sandoval advised she may have a resource that can assist in a Marque design and will follow up with District Manager.

c) Staff Reports:

- i. Grounds Foreman: Update on regular Cemetery maintenance schedule noting pervasive Morning Glory vines in section 2&3. Project report update – addressed overgrown hedges on Cemetery Drive. (Neighbor took issue when trimmed a few years ago although growth on Cemetery property. District Manager in communication with Neighbor who has agreed to allow Cemetery crew to cut back.) Cemetery watering schedule update: reducing watering times as fall approaches. Mechanical adjustments to the entry gate to allow greater easement for motorists entering and exiting Cemetery.
  
- ii. District Manager’s Monthly Executive report: 1) Davis Cemetery visit and review of Cemetery sales and mapping software as well as Monthly Financial reporting. Special Thanks to Davis Cemetery District Manager Jessica Smithers. 2) YCPARMIA Property and Liability insurance binder renewal - noting Board recommendations to pursue alternative provider(s), 3) Month-over-Month increase in family meetings, plot sales and burial activities, 4) Yolo County Department of Finance year-end closing procedures completed and start of Nigro & Nigro annual audit, 5) Automated Gate installation project and RFQ, 6) Solar project analysis and RFQ update with emphasis on the “Big Beautiful Bill” legislation ending tax-credit opportunity at the end of 2025 coupled with the requirement for PG&E’s Permission To Operate (PTO) agreements purportedly delaying owner operation.

d) Calendar of Events:

- i. Regularly Scheduled Board meeting for 10/8/2025

**7. Board Member Comments:**

- a) Trustee Sandoval noted she will be absent from the October meeting.
- b) Trustee Kilkenny inquired into foliage and planters around office. South side of office looking sun burnt.

**8. Adjournment**

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

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 6<sup>th</sup> day of September 2025.

Eric McDermott, Board Clerk

Board of Trustee approval of September 10, 2025 meeting minutes:

Vivian Hoque  
Ken L. Berry  
Christy L. Boyatt  
John B. Brown

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 10/8/2025