



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, June 11th, 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 and Trustee Lucrecia Sandoval.

Absent: Trustee Dennis Kilkenny

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, 2nd by Trustee Hague.

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 May 14th Regular Meeting Minutes and June 4th Special Called Meeting Minutes** – Chairman Bristow called for a motion. Trustee Hauge made motion to approve Regular and Special Meeting minutes, 2nd by Vice Chair Bozarth.

With no further discussion, motion carried with all ayes.

b) **Approval of May Submitted claims** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve May submitted claims in the amount of \$231,976.81, 2nd by trustee Sandoval.

With no further discussion, motion carried with all ayes.

c) **Approval of May Submitted Revenues and Burial Certificates Issued** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve May submitted revenues and Burial certificates issued #1724-1726 and to approve pre-signed Burial Certificates 1728-1731, 2nd by Trustee Sandoval.

Vice Chair Bozarth questioned Certificate #1727. Manager McDermott advised Certificate #1727 is the last signed certificate available for issuance.

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

d) **Approval of a Pre-signed Burial Certificates 1728 -1731 –**

Motioned combined with 5.c) above.

e) **Approval to accept engagement letter from Nigro & Nigro -** Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve engagement letter from Nigro & Nigro, 2nd by Trustee Hague.

Discussion: Trustee Sandoval commented on the prolixity of the letter. Manager McDermott advised it is the standard financial audit agreement letter we sign annually.

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

f) **Approval to allow two cremation burials in one vault on top of a Full Burial in Kidwell plot -** Board Clerk McDermott advised Board the consent is null as family has rescinded the request.

Discussion: Chairman Bristow requested capacity and financial impact if Cemetery were to change policy from one Full Burial (FB) and one Cremation Burial (CB) per plot to adding a second CB. Manager McDermott acknowledged request and will submit at next regular meeting.

g) **Approval of headstone placement not to exceed 40 inches in height Section 2, Lot 33 graves #4 & #5 -** Chairman Bristow questioned policy and merit of consent. Trustee Sandoval made motion, no second.

Discussion. Board requests Manager to review policy; policy being too restrictive. Manager discretion for above request and to give update on policy at later date.

Closed Session – Gov. Code # 54957.6 called by Chairman Bristow at 9:27 Items to be discussed in closed meeting: Manager evaluation & payroll step chart.

Open Session - Gov. Code # 54957.1

h) **Discussion –** Board presented Manager McDermott with a favorable review along with areas for improvement. Board acknowledged the extra effort by the staff during the roads project and has authorized a one-time bonus payout of \$5,000 to the Manager and \$2,500 to the Foreman and \$2,500 to the Groundsman.

i) **Approval of Compensation Step Charts -** Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve Payroll Step Chart effective 7/1/2025, including bonus structure as outlined in memo from Trustee Kilkenny (noted in discussion), 2nd by Trustee Sandoval.

With no further discussion, motion carried with all eyes.

- j) **Approval of Fiscal Year 2025-2026 Winters Cemetery Budgets** - Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve the Winters Cemetery District Fiscal Year 2025-2026 Budgets as presented with Total Financing Source of \$707,762 for Fund 7025, 2nd by Trustee Sandoval. Discussion: Manager McDermott highlighted the object level detail for revenue, salaries and benefits, services and supplies, and fixed assets. Manager pointed out the decrease in unassigned fund balance and transfer to capital acquisitions/improvement reserve account as requested in the June 4th planning meeting pointing out a budget adjustment resolution may be needed in FY '26 to increase reserve allocation according to our long-range planning objectives. Budgets for both funds 7025 & 7026 presented.

With no further discussion, motion carried with all ayes.

- k) **Approval to move July 9th regular meeting to July 16th in consideration of July 4th Holiday** – Vice Chair Bozarth made motion, 2nd by Trustee Sandoval. Discussion and calendar check.

With no further discussion, motion carried with all ayes.

6. Information items:

a) Correspondence:

- i. BBK Attorney at Law rate increase letter
- ii. Holland Supply quote for rolling canopy

b) Staff Reports:

- i. Foreman Glide reported on project progress and general maintenance.
- ii. Manager McDermott reported on May burials, meetings with Yolo County Department of Financial Services, roads projects and staff time off request.

c) Calendar of Events:

- i. Regularly Schedule Board meeting for 7/9/25 changed to 7/16/25

7. Board Member Comments:

- a) Chairman Bristow gave a special thanks to Foreman Glide for his quick response to a family's request during the Memorial Day service.

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 6th day of June 2025.

Ken Z...

Thomas Hague

[Signature]

J. G. Porter

Christy Cooper

Board of Trustees

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 7/16/2025