



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, March 11, 2026

1. Vice Chairman Carbahal called meeting to order at 9:00 A.M.

2. Roll Call

Board members present: Vice Chairman Sheila Carbahal, Trustee Dennis Kilkenny, Trustee Tim Bozarth and Trustee Joe Bristow

Absent: Chairman Lucrecia Sandoval

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

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

With no further discussion, motion carried with all ayes.

4. **Agenda Item #4 – Public Comments:** Vice Chairman Carbahal opened the meeting to public comment. Seeing no public in attendance public comments closed.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of February 11th Regular Meeting Minutes** – Vice Chairman Carbahal called for a motion. Trustee Bozarth made a motion to approve February 11th Regular Meeting Minutes, 2nd by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

b) **Approval of March 2nd Special Meeting Minutes** - Vice Chairman Carbahal called for a motion. Trustee Kilkenny made motion to approve March 2nd Special Meeting Minutes, 2nd by Trustee Bristow.

With no further discussion, motion carried with all ayes.

c) **Approval of February Submitted Claims** – Vice Chairman Carbahal called for a motion. Trustee Bozarth made a motion to approve February submitted claims in the amount of \$2,057.43, 2nd by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

- d) **Approval of February Revenues, Issuance of Burial Rights Certificate #1752 and Pre-signing of Burial Rights Certificates #1755-1757** – Vice Chairman Carbahal called for a motion. Trustee Bristow made a motion to approve February submitted revenues of \$5,266.50, issuance of BRC #1752 and authorize the pre-signing of BRC #1755-1757, 2nd by Trustee Kilkenny.

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

- e) **Acknowledgment of Independent Auditor's Financial Statements and Final Audit for Fiscal Year 2024-2025** - Vice Chairman Carbahal called for a motion. Trustee Bristow made motion to acknowledge Independent Auditor's Final Audit report for FY'24-25, 2nd by Trustee Bozarth. Vice Chairman Carbahal questioned the difference in FY'24-25 budget and actual Fund Balance expenditures. Manager responded and continued with highlights of Income, Expenses and Fund Balances.

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

- f) **Approval of District Manager's Attendance to CSDA's General Manager Leadership Summit on June 29th and 30th in Newport Beach, CA.** Vice Chairman Carbahal called for a motion. Trustee Kilkenny made motion to approve Manager's Attendance to CSDA's General Manager Leadership Summit on June 29th and 30th in Newport Beach, CA, 2nd by Trustee Bozarth. Discussion of other conferences and seminars by PCA & CAPC.

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

- g) **Acknowledgement of Negotiator's Submitted Offer on property located at 27643 CR 88; Appoint District Manager as Liaison between Winters Cemetery District Board and Real Property Negotiators with authority to sign offers within a predetermined threshold set by Board; Request Board Clerk Draft Resolution to purchase property if purchase agreement is reached.** Vice Chairman Carbahal called for a motion. Trustee Bristow made motion (as called), 2nd by Trustee Bozarth. Manager submitted response from seller's agent, dated 3/9/2026, declining the Cemetery's offer dated 3/3/2026. Board discussion. Trustee Kilkenny made revised motion to Acknowledge Submitted Offer (and Seller's declination); appoint District Manager as Liaison with power to negotiate up to the limits set forth in the Special Called meeting of 3/2/2026. Trustee Kilkenny noted for the record that any negotiated agreements would need to come before the Board for review and subsequent approval before executing any binding contractual agreement. Board discussion.

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

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented through Period 8 (February)
 - General Ledger report and review of Income and Expenses.
 - Summary Trail Balance
 - a. Trustee Carbahal inquired into Future Long Term Debt figure (CalPERS UAL)
 - b. Trustee Kilkenny recommended moving Unassigned Fund Balance to Capital Acquisition and inquired into the county process and timeframe of a funds draw.
 - c. Trustee Kilkenny requested a revised budget be submitted for FY'26 for review in April.

b) Staff Reports:

- i. Grounds Foreman: Reported roof leak repair in main office, winter tree pruning, cleanup and weed abatement on Anderson Ave. and repairs to Grasshopper mower.
- ii. Manager reported on February interments, Groundsman retirement date of 5/1/2026, monthly CalOsha safety meeting on 2/26/2026, Pavestone purchase for retaining wall extension, Realtor engagement, update on front gate project and design, Mapping of section 6 – Flagpole walk, and Decedent Successor Affidavit received for Sackett and Overhouse plots in Section 6.

c) Correspondence

- i. Response from County on zoning
- ii. Yolo County Department of Finance Government Compensation in California (GCC) Report preparation and filing with State Controller's Office (SCO).

7. Board Comments

Board discussion and response architectural rendering for the front gate from Jack McDowell. Verbal cost estimates discussed and possible changes such as no angels/heralds, no grape vines/clusters, no address on front. Suggestion of oak tree on top and oak tree leaves on posts. Questions regarding cinderblock posts in the rendering and how they tie in with current conjunction with current cinderblock

Calendar discussion; Board meeting on Veterans day, consensus to move to Tuesday, November 10, 2026.

8. Adjournment

- a) With no further business, Vice Chairman Carbahal called for a motion to adjourn at 10:42 AM. Trustee Kilkenny made motion, 2nd by Trustee 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 8th day of March 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of March 11, 2026 meeting minutes:

J.P. Bozarth
Eric McDermott
Trustee Kilkenny
Trustee Carbahal
Trustee [Signature]

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 4/8/2026