



Winters Cemetery District

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

1. Chairman Bristow called meeting to order at 8:59 A.M.

2. Roll Call

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

Absent: None

Also in attendance: Board Clerk/Manager Eric McDermott and Tara Thronson, Chief of Staff for Supervisor Lucas Frerichs

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; recognizing Tara Thronson, Supervisor Lucas Frerichs' Chief of staff who presented Board Member Viona Hague with a distinguishable plaque of dedication and service commemorating her ten plus years on the Winters Cemetery District Board of Trustees.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of November 12th Regular Meeting Minutes** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve November regular meeting minutes, 2nd by Trustee Hague.

With no further discussion, motion carried with all ayes.

b) **Approval of November Submitted Claims** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve November submitted claims in the amount of \$6,111.63, 2nd by Trustee Sandoval. Inquires: Vice Chair Bozarth questioned Ample claim. Trustee Sandoval questioned additional DeLage Laden claim. Trustee Kilkenny questioned CSDA claim. Discussion.

With no further discussion, motion carried with all ayes.

- c) **Approval of November Submitted Revenues and Burial Certificates Issued –** Chairman Bristow called for a motion. Trustee Sandoval made motion to approve November submitted revenues of \$14,282.13 and to approve issuance of Burial Rights Certificate #1745-1746, 2nd by Trustee Kilkenny. Trustee Sandoval questioned YCPARMIA grant. Discussion.

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

- d) **Approval of Updated Winters Cemetery Rules for Grave Memorabilia; as existing policy -** Chairman Bristow called for a motion to approve updated policies for Grave Memorabilia. Trustee Kilkenny made motion, 2nd by Vice Chair Bozarth. Vice Chair Bozarth questioned the difference between the old and the new. Manager McDermott advised new policy encourages placement of flowers more specifically and simply states all memorabilia may be removed at any time by grounds crew.

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

- e) **Approval of Updated Winters Cemetery Acknowledgement of Documents Received; as existing policy –** Chairman Bristow Called for a motion to approve Acknowledgment of Documents Received. Trustee Kilkenny made motion, 2nd by Trustee Sandoval. Vice Chairman Bozarth revised stated motion to “as existing policy.” Manager McDermott commented the old policy predates the Niches and the refundable deposit language and resolution #2014-03 does not apply to Niche purchases. Discussion.

With no further discussion, the revised motion stated as, “Approval of Updated Winters Cemetery Acknowledgement of Documents Received; as existing policy” carried with all ayes.

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented GL report for Period 5 (November).
 - Manager noted period 5 not closed as of the 12/4/25 run date and some of the payroll expenses had not posted. Budget Report up to date through 1st Qtr.
 - FY’26 property tax revenues not recorded as of report date. Discussion: possibility of impact fees from new development project(s).
 - Trustee Kilkenny question the Fund Balances, specifically the unassigned funds. Manager commented on revised FY’26 budget once County closed FY’25 and audit completed.

b) Correspondence:

- i. YCPARMIA letter awarding the PRISM Property Program Grant to the Winters Cemetery. Awarded on behalf of electrical upgrade project related to enhanced security and reduced liability exposure.
- ii. Letter from District Fiscal Officer Edward Serafica FY'25 Special District Financial Transactions Report (FTR) submittal deadline to the State Controller's Office (SCO) by February 2, 2026.
- iii. Correspondence from Nigro&Nigro, audit update.
- iv. CalPERS Lump Sum Payment of the Unfunded Accrued Liability (UAL), producer May Shuang Yu, ASA, MAAA Senior Actuary.
- v. Payroll People Year-End FUTA Credit Reduction Tax notification.

c) Staff Reports:

- i. Grounds Foreman: Update on regular Cemetery grounds maintenance schedule highlighting seasonality of fall leave cleanup. Fill dirt and topsoil from plots added behind retaining wall. Project report update – Periodic maintenance schedule for:
 - John Deere X-750
 - John Deere F-1145 tractor
 - John Deere Gator
 - Toro Riding mower
 - Grasshopper Riding mower
 - Cat Backhoe
- ii. District Manager's Monthly Executive summary:
 - November Interment Services recap
 - Vacaville/Elmira Cemetery visit -double-depth operational procedures and equipment review.
 - YCPARMIA onsite meeting and cemetery walk
 - Policy and procedures review
 - Olive trees and property lines
 - Golden State Risk Management conference overview
 - Changes to the Winters Cemetery District Board of Trustees
- iii. Calendar of Events
 - Holiday schedules & Staff time off

7. Board Comments

Chairman Bristow once again commended retiring Board member Viona Hague for her service.

8. Adjournment

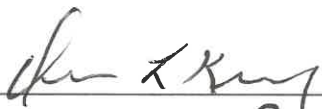



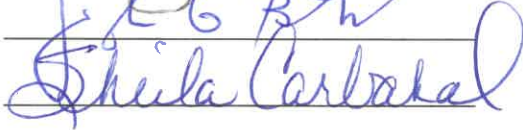
- a) With no further business, Chairman Bristow called for a motion to adjourn at 10:17 AM. Vice Chair Bozarth made motion, 2nd by Trustee Kilkenny.

Motion carries with all ayes.

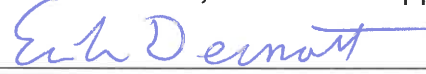
Under penalty of perjury, I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District office front door by the 7th day of December 2025.

Eric McDermott, Board Clerk

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

Eric McDermott, Board Clerk Approval



Date 1/14/2026