



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, January 14, 2026

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

2. Roll Call

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

Absent: None

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

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 Sheila Carbahal who expressed concerns regarding the proposal of double depth burials. She noted flooding, high-water table and inadequate drainage were problematic in years past. Concerns were validated and duly noted. Manager did comment on the proposal of vault pre-burials in an effort to increase space utilization, and that cost and demand analysis will also be a factor in the decision making process.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of December 10th Regular Meeting Minutes** – Chairman Bristow called for a motion. Vice Chair Bozarth made a motion to approve December regular meeting minutes, 2nd by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

b) **Approval of December Submitted Claims** – Chairman Bristow called for a motion. Trustee Sandoval made a motion to approve December submitted claims in the amount of \$5,545.64, 2nd by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

- c) **Approval of December Submitted Revenues, Burial Certificates Issued and Pre-signing of Burial Certificates** – Chairman Bristow called for a motion. Trustee Kilkenny made a motion to approve December submitted revenues of \$9,323.50 and to approve issuance of Burial Rights Certificate #1747-1748 and pre-signing of certificates #1951-1954, 2nd by Trustee Sandoval. Vice Chair Bozarth clarified motion with correction of pre-signing certificates #1751-1754 as listed in Revenue report. Trustee Sandoval questioned returned check. Discussion.

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

- d) **Acknowledgement of Yolo County Board of Supervisors Approval of Application for Vacant Board Member Position Term Ending 1/1/2029** - Chairman Bristow called for a motion. Trustee Sandoval made a motion, 2nd by trustee Kilkenny. Chairman Bristow questioned Board Clerk regarding Board appointments and term start date, i.e. based on appointment date or sworn in by oath date? Board Clerk advised his understanding was elected officials' term starts when sworn in, but that appointed officials are by appointment date. Trustee Kilkenny also clarified appointments are made by the County Board of Supervisor, not by the Cemetery District Board. Board Clerk confirmed receipt of consent calendar appointment of Sheila Carbahal by Yolo County Board of Supervisors at meeting dated 1/13/2026. Chairman Bristow amended motion to read: Acknowledge Yolo County Board of Supervisors Appointment of Applicant Sheila Carbahal to Vacant Position Term Ending 1/1/2029 effective 1/13/2026. Winters Cemetery Board of Trustees extended a warm welcome to Sheila Carbahal as newest member of the Board.

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

- e) **Election of Officers per Health and Safety Code #9028(a)(b)** – Chairman Bristow called for a motion to nominate Board Chair. Chairman Bristow made motion to nominate Trustee Sandoval as Board Chair, 2nd by Vice Chair Bristow. Discussion.

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

Chairman Bristow called for a motion to nominate Vice Chair. Trustee Kilkenny made motion to nominate Trustee Carbahal as Vice Chair (beginning February), 2nd by Vice Chair Bozarth. Discussion.

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

Chairman Bristow made motion to elect District Manager McDermott as Board Clerk, 2nd by Vice Chair Bozarth.

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

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented GL report through Period 6 (December)
 - Review of Income and Expenses.
 - Manager noted the RDA Pass-thru was less than budgeted, almost 10%, and will inquire with the County Department of Finance regarding shortfall.
 - The monthly Endowment Care revenues have been added to the report. Manager noted Endowment Fund (7026) balances will be included in all future GL reports.
 - Trustee Kilkenny questioned when the Board could expect to see a revised budget proposal as discussed in the previous meeting. Manager committed to the March meeting.
 - Finance Committee meeting after the regular meeting to review Stifel investments. Stifel investment report will be included in the February regular meeting agenda.

b) Correspondence:

- i. District received the official LAFCo MSR/SOI. Manager highlighted potentially significant issues citing Capacity and Adequacy of Public Facilities and services. Cemetery received positive responses regarding Accountability, Structure and Efficiencies noting sound financial management with no debt and healthy reserves.
- ii. Renderings of a new gate and marquee were submitted. Manager noted RFQ submitted to two additional iron works companies and awaiting responses.

c) Staff Reports:

- i. Grounds Foreman: Update on winter grounds maintenance schedule and periodic equipment maintenance.
- ii. Manager reported on December burials as well as 2025 annual interment totals. Discussion on double depth burial test dig and ongoing concerns with water table and drainage. Update on Holiday schedules, grounds personnel vacation schedules and staff Christmas luncheon.

7. Board Comments

Chairman Bristow received request from public at large, Rich Marovich, endorsed by winters Rotary, proposing a Monarch Waystation be established at the Cemetery. Request was met with favor, but additional information to be presented to the Board before final consent.

8. Adjournment

- a) With no further business, Chairman Bristow called for a motion to adjourn at 10:14 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 11th day of January 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of January 14, 2026 meeting minutes:

[Signature]
Den 2 King
Sheila Cartmel
J G Bozarth

Eric McDermott, Board Clerk Approval

[Signature]

Date 2/11/2026