



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, November 12, 2025

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 Viona Hague, Trustee Dennis Kilkenny and Trustee Lucrecia Sandoval.

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. 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. Seeing no public in attendance public comments closed.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of October 8th Regular Meeting Minutes** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve regular meeting minutes, 2nd by Trustee Bozarth.

With no further discussion, motion carried with all ayes.

b) **Approval of October Submitted Claims** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve October submitted claims in the amount of \$3,446.55, 2nd by Vice Chair Bozarth. Inquires: Vice Chair Bozarth questioned CA Tax & Admin Fee. Quarterly sales and use tax from resale.

With no further discussion, motion carried with all ayes.

- c) **Approval of October Submitted Revenues, Burial Certificates Issued and Pre-Signing of Burial Certificates** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve September submitted revenues of \$18,895.13, approve issuance of Burial Rights Certificate #1742-1744 and to authorize pre-signing of certificates 1747-1750, 2nd by Vice Chairman Bozarth.

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

- d) **Approval of Winters Cemetery Burial Rights Certificates and Interment Policies -** Chairman Bristow called for a motion to review and approve policies for the issuance of Burial Rights Certificates and Interment Policies. Trustee Sandoval made motion, 2nd by Vice Chair Bozarth. Discussion: Trustee Kilkenny questioned the clarity of paragraph #8; types of vaults in use. Chairman Bristow questioned clarity on paragraph #6; maximum number of burials per plot, placement of remains in relations to casket, order of burials (casket vs. cremation), multiple urns per vault and plot length verification. Discussion. Manager McDermott committed to revisions as outlined and publication.

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

- e) **Approval of Update Winters Cemetery Price List** – Chairman Bristow Called for a motion to approve updated price list. Vice Chair Bozarth made motion, 2nd by Trustee Hague. Chairman Bristow questioned the changes, noting increase in engraving fees. Manager McDermott commented on recent vendor rate increase and the cost to transport marble niche face to/from engravers.

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

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented GL report for Period 4 (October).
 1. Fund Balances added; highlighted FYE 2025 net decrease
- ii. Manager presented Investment Committee Endowment report.
 1. Q1 Endowment funds held by Fiscal Agent – Stifel.

b) Correspondence:

- i. Yolo County Department of Financial Services:
 1. Fiscal Year 2025 GASB 31 Fair Market value; market to book value factor above 100% resulting in positive adjustment to annual financial statements.
 2. Special District Training set for 11/13/2025. Manager McDermott registered to attend.
- ii. Crown Vault 2026 price increase; as discussed during consent calendar.

iii. North Bay Solar Electric Quote for Solar project.

1. Comparison to Ambrose proposal and Ample verbal (no written estimate submitted from Ample).

c) Staff Reports:

i. Grounds Foreman: Update on regular Cemetery maintenance schedule.

Project report update – Section 8 had two new collapsing grave sites.

Discussion on type of vaults used in the late 1990's to early 2000's time frame. Continued progress on retaining wall, installed caps on the northern half of wall. Update on irrigation schedules and maintenance of lines connected to city water at the office.

ii. District Manager's Monthly Executive report:

1. October count and recap of Interment Services

2. Golden State Risk Management conference overview

3. Roads Project Review -

a. Meetings with Vintage; drainage and pooling

b. County questioning project capitalization justification

4. Meeting with Capay Cemetery Management and Board member.

5. Solar Project update

a. 2026 launch expectations

b. Bid response and review

c. Federal tax credit program limitations and expiration.

6. Cemetery policies and procedures review, update and Board approval initiative.

d) Calendar of Events:

i. Regularly Scheduled Board meeting set for 12/10/2025.

ii. Chairman Bristow commented on the Veteran's Day activities and Flag placement in Downtown Winters.

7. Board Member Comments:

a) Chairman Bristow requested Holiday and Vacation schedules be reported monthly to help coordinate gate opening.

b) Chairman Bristow announced he will be stepping down as Chairman of the Board in 2026; nominates Trustee Sandoval.

c) Trustee Hague announced she will be resigning from the Board as of 12/31/2025.

i. Discussion.

8. Adjournment

a) With no further business, Chairman Bristow called for a motion to adjourn at 10:03 A.M. Trustee Kilkenny made motion, 2nd 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 9th day of November 2025.

Eric McDermott, Board Clerk

Board of Trustee approval of November 12, 2025 meeting minutes:

John G. Brown
Shirley C. Boyatt
[Signature]
Cher 215m
Theresa Agnes

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 12/10/2025