Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, August 12, 2026

1. **Call to Order**
   Chairman Sandoval called meeting to order at 9:00 A.M.

2. **Roll Call of the Board**
   Present: Chairman Lucrecia Sandoval, Trustee Dennis Kilkenny, Trustee Tim Bozarth and Trustee Joe Bristow
   Absent: Vice-Chair Sheila Carbahal
   Also in attendance: Board Clerk/Manager Eric McDermott & Foreman Nick Glide

3. **Agenda Item #3 - Approval of Agenda:** Chairman Sandoval 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:** Chairman Sandoval opened the meeting to public comments. Seeing no public in attendance, public comments closed.

5. **Agenda Item #5 – Consent Calendar:**
   A. Approval of July 12th Regular Meeting Minutes
   B. Approval of July Submitted Claims
   C. Approval of July Revenues and Issuance of Burial Rights Certificate #1759-#1760
   D. Acknowledgment of Financial Reports: FY-27 Period 1 Budget Report, FYE -26 Budget Report and Quarterly Investment Report

   Chairman Sandoval called for a motion to approve the Consent Calendar. Trustee Kilkenny made a motion, 2nd by Trustee Bristow.

   A. Trustee Kilkenny requested clarification of minutes Page 2, Agenda Item 7, point ii) Property Purchase discussion; "A note of having the property surveyed was recommended." Trustee Kilkenny did not recall that being a point of discussion. Board Clerk verified it was a comment in the notes but was not an actionable item. Trustee Bozarth noted he recalled the recommendation. No correction needed.

   B. Trustee Kilkenny questioned the YCPARMIA payments noting several were under budget. Manager confirmed the Workers Compensation and General/Auto Liability had come down. Chairman Sandoval questioned the Fringe Benefits account. Manager advised it should be named Cash-in-Lieu rather than Fringe Benefits.

Trustee Kilkenny questioned the CalPERS UAL payment. Manager noted it was the annual minimum and that there was an agenda item for additional funding. Trustee Bristow asked if the claims were being reviewed by the Chairman before being presented to the Board. Chairman Sandoval confirmed the claims were being reviewed. Trustee Bristow inquired into the PG&E well claim noting higher than usual. Manager acknowledged the higher than normal claim and advised he had contacted PG&E to check the accuracy of the meter; referenced a PG&E usage data chart that showed power consumption. Manager suspected broken or leaking water line but no leaks were found. Manager noted an anomaly in the power consumption and that it stopped on a Saturday night (7/25/2026). Manager further advised Eaton Pumps was scheduled to come out and service the well control unit. Trustee Bristow noted section 5 sprinkler head over spraying into the roadway. Trustee Bristow questioned the Bank of America Charges. Manager listed expenses i.e. CSDA training, uniforms for new hire, and other charges. Manager also noted personal reimbursement expenses for mileage to and from training.

C. No comments

D. No comments

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

6. **Agenda Item #6 - New Business:**

A. **Biennial Review and Approval of Winters Cemetery Conflict of Interest Code:** Chairman Sandoval called for a motion to approve the Winters Cemetery Biennial Conflict of Interest Code. Trustee Kilkenny made motion, 2nd by Trustee Bozarth. Chairman Sandoval inquired into the frequency of the code submittal. Manger advised that the FPPC reporting requirement is every two years and is due 10/1/2026, although, the date on the policy was June of 2023. Chairman Sandoval asked if the Code was posted on the Cemetery website. Manager advised he did not recall, but that if it was not, he would post it if it. Trustee Bristow noted that the Board members file Form 700 annually as per the conflict-of-interest code.

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

B. **CalPERs Additional Discretionary Payment (ADP):** Trustee Kilkenny noted that ADP was already budgeted and questioned the budgeted amount and minimum payment. Manager noted the annual minimum of $37,393. Trustee Kilkenny questioned why the claim amount was higher than the budget figure. After review, Manager advised that there was an error in the report noting the UAL payment and the Monthly withholdings had been transposed (same account number, different budget figures). Manager advised that the reason for the request was based on the Public Employee's Retirement Fund (PERF) noting a publication of 14.8%. Because of the high rate of return, CalPERS Board would be re-evaluating the discount rate of the UAL thus potentially lowering the interest rate on the UAL. Trustee Kilkenny noted that the reason for the high rate of return was because of risky equity investments. Discussion regarding investment risk and fundamentals. Chairman Sandoval advised budgeted UAL payment was within Manager discretion so no motion needed (non-actionable item).

C. **Headstone – Request for Reimbursement:** Trustee Kilkenny made motion to authorize Headstone Reimbursement as exception to policy, 2nd by Trustee Bristow. Discussion on policy and circumstances causing delayed request.

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

7. **Existing Business:**

   A. **Property Acquisition – Discussion and Actionable Items:**

      i. Manager presented Final Buyers Statement, Grant Deed, and Easement Confirmation from Title Company. Manager also referenced correspondence from Chairman Sandoval and County officials regarding zone changes. Trustee Kilkenny commented that the documents and information presented will need to be kept for perpetuity but that no action needs to be taken for the foreseeable future. Chairman Sandoval expressed her agreement noting future growth (City of) is already in the plans and expect future change. Foreman Glide inquired of future annexation into city limits. Discussion of ongoing maintenance and tree care with the possibility of a lease agreement with a local farmer(s).
      ii. Trustee Bozarth shared his concern over security and the need for a camera/video monitoring system. Trustee Bozarth also expressed concern regarding broken electrical conduit going into the pump house and the need for repairs. He also noted that that the circuits need to be mapped and well-marked on the panels. Discussion regarding need to install lighting both inside and outside of shop. Trustee Sandoval advised of a contact she could provide if/when we go out to bid. Trustee Kilkenny expressed his concerns of putting too many resources into the property and that the main focus needs to stay on the current cemetery. Manager noted he will get some bids on the lighting to start with and bring back to the Board for review.
      iii. Manager presented list of equipment for sale by seller. Discussion and review of the equipment listed. Trustee Bozarth noted that he looked at most of the equipment listed and that the asking prices were reasonable. Trustee Bozarth noted that the Branson tractor along with the attachments would be his recommendation for use on the property (Reference Page 35 of the packet, item #4). Foreman Glide noted the riding mowers would not hold up well out at the new property. Discussion on equipment used for lawncare vs. property maintenance. Trustee Bozarth also noted that the Dump Trailer was of interest (item # 9). Questions raised on how much was in the budget. Manager referenced budget figure of $55,000 for equipment and advised we could access funds from

Appropriations for Contingency if additional funding was needed. Manager also noted that the large generator (item #5) would be of value if the power went out. Chairman Sandoval asked for total of requested expenditures.

Trustee Bozarth made a motion to give Manager authorization to purchase items #4 - Branson Tractor with attachments, #5 - 120/240v Generator, and #9 - 7'x12' Dump Trailer in the amount of $43,300, 2nd by Trustee Bristow.

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

iv. Manager presented Seller's request for additional time to move equipment and personal items. Manager noted that an additional 30 days, beyond the original 60 days, was requested by the seller. Seller noted that he may need additional time beyond the 90 days as well. Request was agreeable and that if we needed to extend, an agreement between the two parties could be put into place.

v. Manager presented a request to allow Henry's Bullfrog Bees to put beehives on the property. Manager advised that Henry and the seller were working on an agreement before the property sold and Henry contacted the cemetery directly to see if we were favorable to allow beehives on the property. Board not apposed but requested specifics in writing for review.

8. **Information items:**
   A. Staff Reports:
      i. Grounds Foreman:
         - Update on the retaining wall.
         - Sprinkler timers got out of timing and have been readjusted.
      ii. Manager's report:
         - Overview of CSDA conference and training. Very productive event.
         - Section 8 mapping update.
         - Kurt Richter from Cache Creek Monument added Sheila Carbahal's name to Board of Trustees monument.
         - Topsoil from pads next to Cemetery (Apricot Drive) delivered to new property. Plan to spread in southeast portion of property to level out low lying areas.
         - Still waiting on Corporate Credit card from Stifel.
   B. Correspondence
      i. CalOSHA requirements on automatic gates
   C. Calendar of Events
      i. Review of upcoming events and scheduled services.

9. **Board Comments**
   A. Chairman Sandoval opened floor for Board comments. None to report.

10. Adjournment

A. With no further business, Chairman Sandoval called for a motion to adjourn at 10:21 A.M. Trustee Bozarth made motion, 2nd by Trustee Kilkenny.

Motion carried 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 August 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of August 12, 2026 regular meeting minutes:

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Sheila Carbahal

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Eric McDermott, Board Clerk Approval

E McDermott

Date 9/9/2026