Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, July 8, 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, Vice-Chair Sheila Carbahal, Trustee Dennis Kilkenny, Trustee Tim Bozarth and Trustee Joe Bristow
   Absent: None

   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 June 8th Regular Meeting Minutes
   B. Approval of June Submitted Claims
   C. Approval of June Revenues, Issuance of Burial Rights Certificate #1756-#1758 and Pre-Signing of Certificates #1761-1763
   D. Acknowledgment of Financial Reports: YTD Budget Report and Summary Trial Balance.

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

   - Trustee Kilkenny questioned the Baker Supplies purchase of $1,190.75. Manager advised it is a commercial self-propelled gas lawn mower to replace an older Toro mower that is reaching end-of-life; Manager noted that gas-powered mowers are getting harder to source because of the CARB ban on gasoline powered equipment.
   - Vice-Chair Carbahal questioned the two Fidelity National Title expenses noting they were not listed on the YTD Budget Report in June. Manager advised that although the claims were processed in June and listed on the June Claims report, the County Department of Finance gave guidance to submit claims as pre-paid expenses so they would post in July in order for the expenses to accrue against the 2026-2027 Budget.

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

6. **Agenda Item #6 - New Business:**
   A. **Approval of County's Special District Employee Authorization Form – FY26-27:** Chairman Sandoval called for a motion to approve the County's Special District Employee Authorization form for Fiscal Year 26-27, Vice-Chair Carbahal made motion, 2nd by Trustee Kilkenny. Vice-Chair Carbahal inquired into the other five or six reports, (e.g. bank account balances, inventory, accrued compensated absences, etc.) Manager advised that those were in process and would be submitted by the end of the month, but that those reports didn't need to be approved and signed by the Board like the Employee Authorization form.

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

7. **Existing Business:**
   A. Property Purchase Update and Close of Escrow – Discussion
      i. Manager confirmed Title Company's notary was scheduled to come to the office to collect signatures; noting signers were Board Chair Sandoval and Board Treasurer Kilkenny for a close date of 7/9/2026.
      ii. Vice Chair Carbahal shared the importance of having a long-term future plan even though it may be years before any development takes place. A note of having the property surveyed was recommended.
      iii. Trustee Kilkenny discussed the importance of easements, advising the language of the deed from the title company was not clear and needed further explanation. Trustee Kilkenny noted the possibility of a second deeded easement, but that whether there is one or not, it would be beneficial to purse when the surrounding property is developed.
      iv. Chairman Sandoval commented that the property is an ideal location as community continues to grow; however, zoning is of concern. It was confirmed that the area is zoned AG and that rezoning will be necessary for cemetery use.
      v. Manager committed to requesting clarification of the deeded easements from realtor and/or title company.

8. **Information items:**
   A. Staff Reports:
      i. Grounds Foreman:
         - Update on fertilizer effectiveness from previous month, grass very green and growing fast. Spending lots of time weeding and mowing.
         - Retaining wall is work in progress, back filling trench with leveling sand and laying first level of bricks.

ii. Manager's report:
   - Burial activity
   - Year-End closing and Independent Auditor engagement
   - Credit Card processing capabilities through AllPaid; waiting for County Banking instructions.
   - Working with Stifel Banking to set up Corporate Credit Card
   - Worked with Realtor and Title Company to provide "Due Diligence" response on property before close of Escrow. Setup funding through County Treasurer and Department of Finance.

B. Correspondence
   i. None to report

C. Calendar of Events

9. Board Comments

A. Trustee Bozarth inquired into automated gate project. Manager advised he was in contact with Donnie Whitworth regarding the marque but that he was not going to be available until September to review scope of project. Question raised if we could start the gate without including the marquee. Manager confirmed there were four companies who participated in the bid but only two responded and only one who could include the marquee, so we could move forward with automated gate without the marquee. Concerns expressed with structural integrity of not combining both projects. Concerns expressed over cost of the install. Trustee Bristow advised he had a contact next to the Cemetery that could be of service. Manager committed to following up with the contact.

B. Trustee Bozarth inquired into the dump trailer purchase that was authorized in an earlier meeting. Manager advised he had received quotes from Factory Trailer Outlets but decided to hold off on any trailer purchases until after the property purchase was finalized.

10. Adjournment

A. With no further business, Chairman Sandoval called for a motion to adjourn at 10:42 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 4th day of July 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of July 8, 2026 regular meeting minutes:

Eric McDermott, Board Clerk Approval

Date 8/12/2026