



Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, October 8, 2025

1. Chairman Bristow called meeting to order at 9:01 A.M.

2. Roll Call

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

Absent: Trustee Lucrecia Sandoval

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 September 10th Regular Meeting Minutes** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve regular meeting minutes, 2nd by Trustee Hague.

With no further discussion, motion carried with all ayes.

b) **Approval of September Submitted Claims** – Chairman Bristow called for a motion. Vice Chair Bozarth made motion to approve September submitted claims in the amount of \$13,716.81, 2nd by Trustee Kilkenny. Inquires: Chairman Bristow commented on the high PG&E expense for the well pump and questioned watering schedules and pump controller operations.

With no further discussion, motion carried with all ayes.

- c) **Approval of September 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 \$18,049.76, approve issuance of Burial Rights Certificate #1736-1741 and to authorize pre-signing of certificates 1742-1746, 2nd by Vice Chairman Bozarth.

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

- d) **Approval of Decedent Successor Affidavit Policy and Procedure** - Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve Decedent Successor Affidavit Policy & procedure, 2nd by Vice Chair Bozarth. Discussion: Trustee Kilkenny questioned the difference between current affidavit policy and new policy. Manager McDermott advised that the current Successor Affidavit is signed at time of plot sales by the purchaser, naming successors, if any. The new Decedent Successor Affidavit policy is an attestation by an heir of the owner subsequent to their passing. The new policy is derived from CA Health and Safety and CA Probate Codes and is in place to reduce cemetery liability of claims made by family successors. Manager McDermott provided examples necessitating the new policy and outlined the procedures. Foreman Glide questioned burial rights ownership upon successors death. Manager McDermott advised burial rights remain in effect as per burial certificate issued and/or per affidavit on file noting that once the burial contract is completed, no additional burials may take place in the particular grave.

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

- e) **Approval of Creating a Policy for Direct Burials of Cremains with no Vault** - Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve creating a policy for Direct Burials of Cremated Remains, 2nd by Vice Chair Bozarth. Discussion: Current policy review, history of current policy, request from community at-large, impact to current cemetery operations, practicality of multiple cremation burials per plot without a vault and general consensus of Board Members. Input from Foreman Glide regarding operational concerns. 5-year burial statistics and trend analysis presented by Manager.

Trustee Kilkenny amended motion to: Approval of Policy to Allow Direct Burial of Cremated Remains without a vault if in a Bio-Degradable urn. Chairman Bristow called for a second to Trustee Kilkenny's amended motion. Board Clerk restated motion for clarification and recording accuracy. Motion 2nd by Trustee Hague.

After further discussion, the motion carried with all ayes.

6. Information items:

a) Financial Reports:

- i. Manager McDermott presented periods 1st Quarter Financial Report highlighting revenues and expenses from operations.
- ii. Manager McDermott presented Yolo County's INFOR Monthly report representing FY'25 year-end contrasting to the monthly in-house GL report noting the reports are still preliminary as County had not closed. Trustee Kilkenny questioned the total net fund balances for FY'25. Manager McDermott referenced the Summary Trial Balance for those totals advising those would be included in the November meeting along with Investment Committees report. Discussion on allocation of the Fund Balances and redistribution mid-year.

b) Correspondence:

- i. Form 700 for calendar year 2024 being requested by Auditor Nigro & Nigro.

c) Staff Reports:

- i. Grounds Foreman: Update on regular Cemetery maintenance schedule. Project report update – landscaping behind retaining wall adding two loads of topsoil, approximately 20 yards. Addressed headstone markers in old sections applying weed abatement in those areas. Extended sprinkler line in section 2 and fixed line in section 11.
- ii. District Manager's Monthly Executive report: 1) Nigro & Nigro Audit underway providing them with internal control data, pension data and preliminary year-end data. 2) Landscape project – behind retaining wall. 3) Solar update and timeline of events. 4) Points of note: Price changes in effect, Cache Creek increase just communicated upcoming increase. Upcoming GSMRA conference in October.

d) Calendar of Events:

- i. Regularly Scheduled Board meeting for 11/12/2025.

7. Board Member Comments:

- a) Chairman Bristow commented on communications with public commenting on weathered headstones. Reached out to Cache Creek Monuments for possible solution to "spice up" headstones.
- b) Follow up discussion to cremains (not ashes) burials, as noted previously in consent calendar, regarding green burials. Chairman Bristow noted for the record his disapproval of green burials noting space limitations and operational impact.

8. Adjournment

- a) With no further business, Chairman Bristow called for a motion to adjourn. 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 at the Cemetery, the Winters Post Office and the District office front door by the 8th day of October 2025.

Eric McDermott, Board Clerk

Board of Trustee approval of October 8th, 2025 meeting minutes:

Verna Hoag
Ken L. Berg
Shirley Clayton
J. G. B. H.
[Signature]

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 11/12/2025