



Winters Cemetery District

Board of Trustees Minutes
Wednesday, April 9th, 2025

1. Chairman Bristow called the meeting to order at 9:00 a.m.

2. Roll Call

In attendance: Board members – Chairman Joe Bristow, Vice Chairman Timothy Bozarth, Trustees Dennis Kilkenny, Viona Hague and 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 March meeting agenda, 2nd by Trustee 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 March Meetings Minutes** – Chairman Bristow called for a motion. Trustee Bozarth made motion to approve March regular meeting minutes, 2nd by Trustee Sandoval. Board Clerk presented February minutes correction as noted in the March minutes.

With no further discussion, motion to approve March meeting minutes carried with all ayes.

b) **Approval of March Submitted claims** – Chairman Bristow called for a motion. Trustee Bozarth made motion to approve March submitted claims, 2nd by Trustee Sandoval. Chairman Bristow questioned reference to “Multiu” as an account number. District Manager explained the various account numbers utilized for Pacific Hardware purchases and Bank of America CC purchases. Chairman Bristow also question the lower than normal claims total. District Manager advised that several invoices were not processed and/or posted in March also noting PG&E credit and lower electrical usage. District Manager advised that April claims will be much higher noting several large expenditures that will post in April.

With no further discussion, motion carried with all ayes.

- c) **Approval of March Submitted Revenues and Burial Certificates Issued –** Chairman Bristow called for a motion. Trustee Sandoval made motion to approve March submitted Revenue and Burial certificates issued, 2nd by Trustee Bozarth.

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

- d) **Approval of a Human Resource (HR) Ad-Hoc Committee –** Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve HR Ad-Hoc Committee, 2nd by Trustee Sandoval.

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

- e) **Nomination of HR Ad-hoc Committee Members –** Chairman Bristow called for a motion. Trustee Kilkenny made motion Chairman Bristow, Trustee Sandoval and Manager McDermott be nominated to HR Ad-hoc committee, 2nd by Trustee Bozarth.

With no further discussion, motion carried with all ayes.

- f) **Approval of up to \$6,500 for electrical materials and \$6,000 for retaining wall materials-** Chairman Bristow called for a motion of agenda items f & g. Trustee Kilkenny made motion to approve up to \$6,500 for electrical materials and \$6,000 for retaining wall materials, 2nd by trustee Hague. Discussion: District Manager responding to questions regarding project plans.

No further discussion, motion carried all ayes.

- g) **Approval of \$6,000 for retaining wall materials -** Combined with agenda item 5-f) above.

- h) **Account code Authorization: Electrical, Retaining Wall & Tree work –** Chairman Bristow called for motion. Trustee Kilkenny made motion to authorize the aforementioned approved expense be allocated to account # 530021 Building & Improvements, 2nd by Trustee Bozarth. Discussion: District Manager provided total expense of \$8,000 for olive and sycamore tree trimming, \$2,800 of which, is in account #510071 referencing budget report that shows budget account # 510071 over budget by \$2,900. Manager will request journal entry correction if motion carries.

No further discussion, motion carried all ayes.

6. Information items:

- a) Budget Report: Manager reported on income and expenses through February; County had not closed March as of report generation. Trustee Kilkenny questioned County's response on RDA. None to report.

- b) Investment Committee meeting following board meeting. The March report will be available for the quarterly meeting.
- c) Correspondence: Update on Yolo-Solano Clean Air funds for electric vehicle(s). Update from the CAPC conference. Letter of appreciation for Cemetery upkeep and headstone care.
- d) Staff Reports: Foreman Glide reported on general maintenance items, provided update on electrical project, preparation for Roads project, cut into western sloap in preparation for retaining wall. Family donated a lilac tree to the Cemetery in remembrance of Janet Washabaugh that was planted at the foot of her grave. Manager McDermott reported on the number of burials for March, Financials reporting, CalPERS, roads project and electrical upgrades. Point of note, we did not received MSR/SOI from LAFCO as of the meeting.
- e) Calendar of Events: Tim will be unavailable in early May but will be back for the May 14th Board meeting, Joe and Lucrecia are working on the Memorial Day ceremony. Joe gave a briefing on setup and planning - May 23rd is a big day for putting up flags, Sheila has volunteered to help coordinate efforts. Speaker from Travis identified but awaiting response.

7. Board Member Comments:

- a) Planning meeting set for May 14, 2025 after regular meeting. Manager advised he will try to keep regular meeting short and to the point.

8. Agenda Item #8 Adjournment

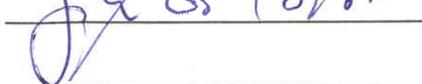
- a) With no further business, Chairman Bristow called for a motion to adjourn. Trustee Bozarth made motion, 2nd by Trustee Sandoval.

Motion carries with all ayes.

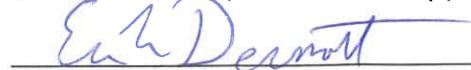
Under penalty of perjury, I swear the Agenda Notice was posted on the Cemetery website, the Winters Post Office and the District office front door by 09:00 Sunday April 6th, 2025.







Eric McDermott, Board Clerk Approval



Board of Trustees

Date 05-14-25