Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, September 9, 2026

1. **Call to Order**
   Chairman Sandoval called meeting to order at 8:59 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 August 12th Regular Meeting Minutes
   B. Approval of August Submitted Claims
   C. Approval of August Revenues and Issuance of Burial Rights Certificate #1761-#1762 and pre-signing of BRC #1764-1767
   D. Acknowledgment of Financial Reports: FY 2027 Budget Report through period 2

   Chairman Sandoval called for a motion to approve the Consent Calendar. Trustee Kilkenny made a motion, 2nd by Trustee Bristow. Trustee Bozarth noted Revenues exceed claims for the month of August.

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

6. **Agenda Item #6 - New Business:**
   A. **Approval of Decedent Successor Affidavit Filing Fee:** Chairman Sandoval called for a motion. Trustee Kilkenny made a motion to approve Decedent Successor Affidavit filing fee, 2nd by Trustee Bozarth. Manager referenced previously approved documents and outlined the process, paperwork required, and gave examples of scenarios and circumstances for filing the paperwork. Manager explained that a filing fee would cover the cost to research the original purchase records, produce the successor affidavit document,

match original Burial Rights Certificate (BRC) with the new affidavit and update the computer records. Manager noted that the procedure in the '80-'90s was to transfer the BRC and issue a new certificate. Manager stated that the BRC number is associated with the plot or grave number rather than associated to the BRC owner of record. This is because the owner can change but the plot location would not. Manager also noted that the issuing of a BRC is reported to the Board on the Revenue report. The collection of fees would both cover expenses and create a paper trail (chain of custody) of the transfer and new ownership. Trustee Bristow questioned if the past procedures were creating problems. Manager advised that no old BRCs have been called into question. Trustee Sandoval asked about other cemeteries and their procedures. Manager advised the Vacaville/Elmira Cemetery process as a transfer and charges 10% of the value of the grave location. Trustee Kilkenny asked what would be an appropriate charge? Discussion on per grave, percentage of market value and/or per filed form. Vice-Chair Carbahal noted that the charges should be compensatory with cost incurred, i.e. Manager's time to produce, record and maintain records. Trustee Kilkenny asked what the Cemetery's administrative fee was. Manager advised it was $200.

Trustee Kilkenny amended motion to approve charging an administrative fee for the filing of a Decedent Successor Affidavit, 2nd by Trustee Bozarth.

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

B. **Approval of Successor Affidavit filing fee:** Chairman Sandoval called for a motion to approve a Successor Affidavit filing fee. Trustee Kilkenny made a motion to approve a $50 filing fee for a Successor Affidavit, 2nd by Truste Bristow. Vice-Chair Carbahal noted that Successor Affidavit was made standard procedures per Health & Safety code many years ago. Manager clarified that the filing fee was only for Successor Affidavits filed after the BRC was issued and/or changes to an existing successor affidavit.

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

C. **Approval of Gate Contractor:** Chairman Sandoval asked Manager McDermott to give a brief overview of the project. Manager did apologize for the delay in moving the project forward. Manager advised getting quotes from one company who could do both the automatic gate and incorporating the marquee presented some challenges. Manager advised that the High School Ag Department has agreed to fabricate a marquee similar to the drawings shared in previous meetings. The marquee would be a stand-alone structure with heavy-duty square tubing. Trustee Bozarth noted that having a free standing structure would allow for it to be squared with the road rather than angled like the gate is; adding it would look better. Vice-Chair Carbahal questioned if we needed to remove the cinder block structures to accommodate the placement of the marquee. Trustee Bristow cautioned against making any structural changes to the front entry.

Chairman Sandoval agreed stating we should leave the architect (structures) out front alone and refocused on the automatic gate. Comment that Jack McDowell Welding is one of the best around and he's local. Trustee Kilkenny agreed but commented that we are required to award to lowest bidder. Trustee Bristow noted the differences in proposals between McDowell and S&S. Chairman Sandoval acknowledged the Board's fiduciary responsibility to the public and responsibility to award to lowest bid. Manager noted that cost of materials was a factor in increased bids and that rejecting all and going back out to bid may not be advantages. Chairman Sandavol called for a motion.

Trustee Bozarth made a motion to accept the bids as presented and award S&S Fence with automatic gate installation project, 2nd by Trustee Kilkenny.

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

D. **Approval of Eaton Pump Flowmeter**: Chairman Sandoval called for a motion to approve Eaton Pump Flowmeter. Trustee Bristow made motion, 2nd by Trustee Kilkenny. Chairman Sandoval questioned the need for the device. Manager explained Eaton Pump was called out to inspect and service the pump control panel because of higher power consumption the previous month. After inspection, Eaton Pump reported normal control panel operations and recommended the installation of a flowmeter. Manager commented on the benefits and desire of having the ability to monitor and control the pump runtimes remotely, but after further conversations with Eaton Pumps representative neither the controller nor flowmeter have the capability of being monitored or controlled remotely. Trustee Kilkenny questioned the benefit of the expense ($4,823 submitted estimated) if there was no monitoring capability.

With no further discussion, Chairman Sandoval called for a vote: ayes-0, nays-5.

7. Existing Business:

A. No existing Discussion or Actionable Items

8. Information items:

A. Staff Reports:

i. Grounds Foreman:

- Update on water management and seasonal scheduling changes reducing water consumption as fall season approaches. Identify and repair broken sprinkler line in section 5.
- Finished caps on retaining wall and backfill with gravel and topsoil.
- Scrapped and smoothed gravel road to property.

ii. Manager's report:
- August interments: One cremation and three Niche interments
- Technology update: Website update and LAFCo audit, computer network management and data backup
- Office HVAC failure and system repair
- Projects Update:
    a. Retaining wall landscaping and tree planting
    b. Automatic gate – Board approval request
        i. Meeting with Donnie Whitworth and High School Capstone project to fabricate Marquee
- Granite Bench on eastern side of section 12
- Newly acquired property:
    a. Seller transition
    b. Meeting request with neighboring landowner to discuss easements
    c. Possible lease agreement(s)
- Section 8 mapping and plot variances
- Policy updates
    a. Health and Safety Code review
    b. Plot transfers & Burial Rights Certificate Affidavits

B. Correspondence
    i. Yolo County Department of Finance Year-End closing update
    ii. CAPC Ed/Area Meeting
    iii. PCA newsletter and meeting

C. Calendar of Events
    i. Review of upcoming events and scheduled services

9. Board Comments

A. Trustee Bristow requested flags remain at half-mass through 9/11 weekend.

B. Trustee Bristow requested back man-gate be checked at the end of the day as it has been left open.

C. Trustee Bristow inquired of photos for museum.

10. Adjournment

A. With no further business, Chairman Sandoval called for a motion to adjourn at 10:07 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 5th day of September 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of September 9, 2026 regular meeting minutes:

Eric McDermott, Board Clerk Approval

Eric McDermott

Date 10/14/2026