Winters Cemetery District

Board of Trustees Regular Meeting Minutes
Wednesday, May 13, 2026

1. **Call to Order-**
   Chairman Sandoval called meeting to order at 8:58 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, Groundsman Alfonso Salas.

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. Alfonso Salas introduced himself as newly hired Groundsman. Mr. Salas greeted the Board and shared a bit of his experience. Board welcomed Mr. Salas to the Cemetery staff. Seeing no others in attendance wishing to address the Board, public comments closed.

5. **Agenda Item #5 – Consent Calendar:**
   a) **Approval of April 8th Regular Meeting Minutes**
   b) **Approval of April Submitted Claims and Revenues**
   c) **Approval of April issued Burial Rights Certificate #1754-1755**
   d) **Review of Financial Reports: Budget status, Endowment Care Funds, and Summary Trial Balance through Period 10**

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

   - Board Clerk explained the rational for Consent Calendar change to a single vote, noting Board members can ask for clarification on an item and/or move an item to the regular meeting agenda for further debate and subsequent vote but that consent calendar items will be approved through a single motion and quorum vote.

- Trustee Bozarth inquired into 5.b - claims for Vintage and Flex Technology
- Vice Chair Carbahal inquired into 5.d – Questioned probability of Fiscal Year 2025-2026 Budget adjustment/revision and projected revenues and expenses.
- Trustee Bristow inquired into 5.d – Quarterly Investment Report; Endowment care interest with agent, questioning interest held with County Treasure.
    - Trustee Kilkenny noted he spoke with our Agent at Stifel noting favorable Return on investments ("ROI").

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

6. New Business

A. Resolution from Investment Committee to transfer $100,000 from Yolo County Treasure to Fiscal Agent Stifel. Chairman Sandoval referenced Resolution #2026-01 as distributed.

Trustee Kilkenny made motion to approve Resolution #2026-01, 2nd by Vice Chair Carbahal.

Board Clerk confirmed resolution comes from the Winters Cemetery District Investment Committee noting that a copy of the Investment Policy was also included in the pack. Board discussion of Endowment Care Principal and Interest accounts relating to County Treasure and Stifel.

With no further discussion, Chairman Sandoval called for a roll-call vote:
Trustee Bristow – Ayes
Trustee Bozarth – Ayes
Trustee Kilkenny – Ayes
Vice Chair Carbahal – Ayes
Chairman Sandoval - Ayes

B. Resolution from Board of Trustees to Transfer Unassigned Fund balance of $700,000 to Restricted – Capital Acquisition/Improvement account #100149. Chairman Sandoval referenced Resolution #2026-02 as distributed.

Trustee Kilkenny made motion to approve Resolution #2026-02, 2nd by Trustee Bristow.

With no further discussion, Chairman Sandoval called for a roll-call vote:
Trustee Bristow – Ayes
Trustee Bozarth – Ayes
Trustee Kilkenny – Ayes
Vice Chair Carbahal – Ayes
Chairman Sandoval - Ayes

C. Chairman Sandoval called for a Motion to allow District Manager to apply for Stifel Credit Card. Trustee Kilkenny made motion, 2nd by Trustee Bristow. Trustee Kilkenny questioned why change from BofA. Manager advised issues with changing primary cardholder at BofA and that because we have accounts established at Stifel, it would be more advantages to partner with Stifel than to open a second card with BofA.

   With no further discussion, motion carried with all ayes.

D. Trailer Purchase – Chairman Sandoval called for a motion to Purchase Trailer. Vice-Chair Carbahal made motion, 2nd by Trustee Kilkenny. Trustee Bozarth queried Foreman regarding truck make and model and towing capabilities. Foreman provided specs advising that it would be beneficial if excavator could load into trailer in the event it needs to be taken offsite, specifically for service. Trustee Carbahal inquired into the feasibility of a new trailer being used as a backup for regular cemetery operations. Concerns with trailer length over 10 feet expressed. Manager added the need for weight rating of at least 10K lbs. for hauling soil, concrete, asphalt grindings and other heavy materials.

   After further discussion, Trustee Bozarth requested the motion be amended to reflect spending cap not to exceed $15,000.

   With no further discussion, motion carried with all ayes.

7. Existing Business:

A. Real Property Negotiations- Discussion/Possible Action
   i. Manager gave update on 28-acre parcel confirming that no legal easement to the property was ever recorded.
   ii. Manager provide update on original 60-acre parcel and the drop in price. Board in agreement that price still to high and full utilization questionable. Trustee Kilkenny noted the 20-acre parcel for sale adjacent to the 60-acres. Discussion on land acquisition, location(s) and future utilization.

   Chairman Sandoval called for a motion to make an offer on the 20-acres. Trustee Kilkenny made motion to submit an offer on 20-acre parcel, 2nd by Trustee Bristow. Discussion. Trustee Bozarth requested motion reflect initial offer of $650,000.

   With no further discussion, motion carried with all ayes.

B. Automatic Gate Quote – Discussion
   i. Manager presented Board with most recent quote from Jack McDowell advising that the front entrance Marque cost estimate is forthcoming; noting Marque was a separate project in the budgeted. Trustee Bristow advised he is okay with the

lock/unlock. Vice-Chair Carbahal endorsed workmanship of McDowell Welding. Trustee Bozarth recommended the entire entry from fence be replaced at the same time and ensure a man-gate be included for pedestrian egress. Trustee Kilkenny questioned cost. Manager suggested doing some of the work with staff labor through force account. Board sentiment was turnkey project.

No further discussion, no action taken.

8. **Information items:**
   A. Staff Reports:
      i. Grounds Foreman: Reported on new hire and training schedule. Procurement of materials through Vintage paving to continue work on the retaining wall. Report on general maintenance and cemetery upkeep.
      ii. Manager reported burial activity, groundsman transition, project management report; Gate, Solar and Real Property Negotiations. Report on Decedent Successor Affidavit received. Updates on Website, Cemetery mapping and amendments to Investment Policy.

   B. Correspondence
      i. County Fiscal Year Budget requirements
      ii. County response and information on Pass Through Payments and RPTTF

9. **Board Comments**
   A. Chairman Sandoval gave update on Memorial Day Service planning, presented service program and requested input and updates from Board and Staff. Trustee Bristow in charge of promotions. Foreman in charge of setup including securing chairs from Fire Department. Manager to coordinate flag placement on Veteran's graves; involvement from the Board members. Special note from Trustee Bristow regarding downtown flag placement, morning breakfast with Veterans, and Cemetery Flag at half-mast until 12:00 on Memorial Day.

10. **Adjournment**
   A. With no further business, Chairman Sandoval called for a motion to adjourn at 10:32 A.M. Trustee Bozarth made motion, 2nd by Vice-Chair Carbahal.

      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 5:00 P.M. on the 8th day of May 2026.

Eric McDermott, Board Clerk

Board of Trustee approval of May 13, 2026 regular meeting minutes:

Eric McDermott, Board Clerk Approval

Date 6/10/2026