



# Winters Cemetery District

Board of Trustees Minutes  
Wednesday, February 12, 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, Public: Sheila Carbahal and JD Trebec from LAFCo

**3. Agenda Item #3 - Approval of Agenda:** Chairman Bristow called for a motion to approve agenda. Trustee Kilkenny made motion to approve January meeting agenda, 2<sup>nd</sup> by Trustee Hague.

With no further discussion, motion carried with all ayes.

**4. Agenda Item #4 – Public Comments:** Chairman Bristow opened the meeting to public comment recognizing Deputy Executive Director JD Trebec. Deputy Executive Director Trebec shared a bit about the Yolo County Local Agency Formation Commission's (LAFCo) charter. Advised the Winters Cemetery District Board that LAFCo is performing their periodic municipal service review and sphere of influence study (MSR/SOI) on the Winters Cemetery District. A list of questions has already been sent to the District Manager who provided response prior to the meeting but still needed additional information. In the interest of time, District Manager McDermott differed answering questions until after meeting adjourned. With no further comments from public, public comments were closed.

**5. Agenda Item #5 – Consent Calendar:**

a-b) **Approval of January Regular and Special Meetings Minutes** – Chairman Bristow called for a motion. Trustee Hague made motion to approve January Regular and Special meeting minutes, 2<sup>nd</sup> by Trustee Kilkenny.

With no further discussion, motion carried all ayes.

(Consent Calendar Continued)

- c) **Approval of January Submitted claims** – Chairman Bristow called for a motion. Trustee Kilkenny made motion to approve December submitted claims, 2<sup>nd</sup> by Trustee Sandoval.

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

**Claims submitted and approved.**

(See attached sheet listing all January claims approved totaling \$3,472.57)

- d) **Approval of January Revenues and Burial Certificates Issued** – Chairman Bristow called for a motion. Trustee Hague made motion to acknowledge the revenues received from the sales of burial services in the amount of \$13,812.22, issuance of Burial Rights Certificates #1714-1716 and approve pre-signing Burial Rights Certificates #1720-1723. 2<sup>nd</sup> by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

- e) **Adoption of Employee Handbook** – Chairman Bristow called for a motion to adopt the proposed employee handbook. Trustee Hague questioned Bereavement: letter E) i.e. definition of regularly scheduled hours and Overtime: letter D&E) regular time and overtime calculations. Open Comment made that Salaries: letter D) -not clear. Trustee Sandoval questioned Disciplinary Action: letter B) #3 what are the District's Drug and Alcohol policies? Discussion. Manger McDermott committed to making necessary changes to the proposed document and to communicate recommended changes once adopted. Trustee Bozarth made motion to adopt Employee Handbook. Second by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

**6. Information items:**

- a) **Managers' Report:** Manager McDermott reported busy January with one of the Grounds men out for two weeks, 3 full burials and 2 cremations burials, finalizing the Nigro&Nigro fiscal year audit, special called Board meeting to approve the Auditor's findings and submittal to State Controller, Sheila's retirements and separation paperwork, Employee Handbook crafting, 2<sup>nd</sup> quarter financial reconciliation with County and compiling information requested by LAFCo. Touched on Financials referring to Manager Carbahal's prior month's report regarding County accrual error of endowment funds still not corrected. Noted ongoing CalPERS research and general cost of CalPERS buyout in light of the unfunded liability. Roads project update, not much to report, waiting for weather to warm up but we are expecting cost estimates for additional road repair and drainage on east and west roads.

(Managers update continued)

Several Website updates and more to come. Engaged HR specialist for consultative purposes and continued networking with other District Managers. Mention of possible March special meeting to start FY'26 planning.

Foreman Glide reported on concrete project to finish storm drain gutter on east side of property. January is pruning time of year and he has focused his crew's efforts on pruning and trimming. Most of the trees have been pruned along with the western slope crepe myrtles and hedges growing through the eastern fence. Also started the process of clearing off the pavement behind the shed with expectations in preparation of roads crew grind out the area. Exposed several of the old plot copings in section 7.

- b) **Budget Report:** Manger McDermott gave a brief report on income and expenses noting the County had not closed period 7 (January) at the time the internal report was done, but did draw attention to the operating income and expenses. Trustee Kilkenny questioned whether or not the District could expect additional revenues from property taxes, consensus was we will receive some but most all tax and pass thru revenues have accrued.
- c) **Correspondence:** Received acknowledgment from Office of State Controller Malia M.Cohen that the state had received the Financial Transaction Report and signed acknowledgment letter along with the annual audit produced by Nigro and Nigro meeting the 1/31/2025 deadline. Also received correspondence and request for information from LAFCo (see also public comment section), in accordance with state law, to conduct MSR/SOI on the Winters Cemetery District.
- d) **Investment Committee Report:** Preliminary report given of December 31,2024 closing statements for Endowment accounts at Stifel. Investment Committee to meet after Board meeting to review and approve Statement prepared by District Manager McDermott and make and necessary notifications as a result. Also included in the Financial Report was the Summary Trial Balance for the Endowment Fund 7026 as reported by the County.

#### **7. Board Member Comments:**

- a) Multiple Board members commented on the fact that the Endowment Funds were still showing in the unassigned fund balance. Questioning the response and lack of action from the county. Chairman Bristow and Trustee Kilkenny volunteered to take a trip to Woodland to meet with the Chief Financial Officer. District Manager committed to request meeting with Department of Finance.

**8. Agenda Item #8 Adjournment**

- a) With no further business, Chairman Bristow called for a motion to adjourn. Trustee Kilkenny made motion to adjourn, 2<sup>nd</sup> by Trustee Bozarth.

Motion carries with all ayes.



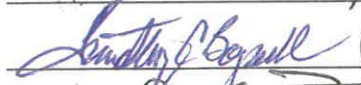

**Revenues for the month of January 2025:**

Name	Purchase	Paid	Certificate#	Receipt#
Judy Whitley	Plot	\$1600.00	#1714	#4526
Elizabeth Colombo/Michael Colombo	Burial	\$2083.00	#4527	
Patricia Jimenez	Burial	\$1714.76	#4528	
Migdalia Quintana	Burial	\$ 739.00	#4529	
James Baugh	Niche/Burial	\$1578.69	#1715	#4530
Duane Davis	Niche	\$1453.69	#1716	#4531
Lance Kelly	Burial	\$2809.04	#4532	
Deanna Cano	Burial	\$1834.04	#4533	
<b>TOTAL</b>		<b>\$13,812.22</b>		

**Acknowledge the sale of Burial Rights Certificate # 1714 – 1716**

**Approve the pre-signing of Burial Rights Certificates #1720 - 1723**

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 12:30 p.m., Friday February 7, 2025.

  
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Viona Hague  
  
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Eric McDermott  
  
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Eric McDermott, Board Clerk Approval

  
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Board of Trustees

Date

4/9/2025