



Winters Cemetery District

Board of Trustees Minutes
Wednesday, January 8, 2025

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

2. Roll call

In attendance: Board members - Vice Chairman Timothy Bozarth, Dennis Kilkenny, Viona Hague and Lucrecia Sandoval. Also in attendance: Board Clerk/Manager Sheila Carbahal, Manager in training Eric McDermott and Foreman Nick Glide

Absent: Chair Joe Bristow

3. Agenda Item #3 - Approval of Agenda: Vice Chair Bozarth Called for a motion to approve agenda. Trustee Kilkenny made motion to approve January meeting agenda, 2nd by Trustee Sandoval.

With no further discussion, motion carried with all ayes.

4. Agenda Item #4 – Public Comments: Vice Chair Bozarth opened and closed public comment seeing no public in attendance at 9:06.

5. Agenda Item #5 – Consent Calendar:

a) **Approval of December Regular Meetings Minutes** – Vice Chair Bozarth called for a motion. Trustee Kilkenny made motion to approve December’s meeting minutes, 2nd by Trustee Sandoval.

With no further discussion, motion carried all ayes.

b) **Approval of December Submitted claims** – Vice Chair Bozarth called for a motion. Trustee Hague made motion to approve December submitted claims, 2nd by Trustee Kilkenny.

- i. Trustee Sandoval questioned the Wise Motor Corp expense
- ii. Trustee Kilkenny questioned Valley Hydraulics expense
 1. Manager McDermott responded to inquiries.

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

Claims submitted and approved.

(See attached sheet listing all December claims approved totaling \$30,502.72)

- c) **Approval of December Revenues and Burial Certificates Issued – Vice Chair** Bozarth called for a motion. Trustee Hague made motion to acknowledge the revenues received from the sales of burial services in the amount of \$11659.13 and issuance of Burial Rights Certificates #1712-1713 and approve pre-signing Burial Rights Certificates #1717-1719. 2nd by Trustee Kilkenny.

With no further discussion, motion carried with all ayes.

- d) **Election of Officers per Health & Safety Code #9028(a)(b) – Vice Chair** Bozarth called for a motion to elect Chairperson, Vice Chairperson and Secretary. Trustee Kilkenny made motion nominating the re-appointment of trustee Bristow as Board Chairman, re-appointing of trustee Bozarth and as Vice Chair and new appointment of Secretary and Board Clerk Manager McDermott. Second by Trustee Sandoval. Discussion.

Trustees Hauge, Sandoval and Kilkenny ayes, Trustee Bozarth nay. Motion carried

Closed Session – Gov. Code Sec. 54957 Evaluations

- e) **Discuss and Approve any action from Closed Session – No action or motion to** consider from closed session employee evaluations Gov. Code Sec 54957.

6. Agenda Item #6 Information Items

- a) Manager McDermott reported on completion of training plan. Purchase of Fleet truck for Cemetery operations. PG&E credit of overcharges resulting from a failed electrical meter tied to the well pump. Meetings with Vacaville-Elmira Manager and Board, Ponticello project manager and Yolo County Finance team. Highlighted weekly Manager’s meetings recapping agenda items. A brief was given on the recently received 2025 Guide to Public Cemetery Operations and the development of Personnel Policies and Employee Handbook as a follow up to the December meeting report and presentation and adoption by the Board. Touched on Financials deferring to Manager Carbahal’s report and upcoming agenda item.

Manager Carbahal reported on abandoned plots in Section #2 being mapped and Section #7 mapping forthcoming. Auditor Nigro & Nigro have received all requested documents and we anticipate receiving the preliminary audit for review. Once audit is received, the Special District Financial Transaction Report will be completed so that we can meet the 1/31/2025 deadline for submittal to State Controller.

Grounds Forman Glide reported on regular maintenance of grounds noting the leaves have all but fallen. Addressed the office lilacs and weeding of nutgrass. Project report of re-locating cyclone fence and post in preparation for concrete gutter drain project. Major equipment repair of CAT 416C loader/backhoe removing, rebuilding and reinstalling three hydraulic cylinders. Minor maintenance of 2-cycle equipment and John Deere F1145.

- b) Budget report: Noted Income and expense noting County only closed through September although report reflects preliminary 4QT numbers. Highlighted operating income and receipts of property taxes. Also noted expenses over budget e.g, Maint-Equipment, Maint-Improvements, et-al and the potential for a resolution to adjust the budget. Manager Carbahal noted vacation time payout estimating 260 hours, which will be less than the budgeted amount (reference act# 500160).

Trustee Kilkenny commented on revenue expectations noting increase in operating income exceeding forecast. Discussion of transaction listing report and the overstated unassigned fund balance as a result of endowment – cash with fiscal agent, Fund 7026 - being accrued to Fund 7025, account# 104000. Trustee Kilkenny Follow up question on County holdings of endowment funds. Discussion.

Trustee Hague questioned when we would be conducting the budget planning meeting. Discussion.

- c) Correspondence: CAPC's Guide to Public Cemetery Operations. Discussion
- d) Investment Committee Report – Have not received December report from Stifel. Nothing to report

7. Agenda Item #7 Board Member Comments

- a) Vice Chair Bozarth recognized Trustee Sandoval; advised communications with representatives and contacts for grants were limited over the holidays. Will reengage in 2025.

8. Agenda Item #8 Adjournment

- a) With no further business, Vice Chair Bozarth called for a motion to adjourn. Trustee Kilkenny made motion to adjourn, 2nd by Trustee Sandoval. Motion carries with all ayes.

Revenues for the month of December 2024:

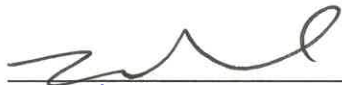
Name	Purchase	Paid	Certificate#	Receipt#
Margarita Mascorro for Domitila Mascorro and Guadalupe Guzman	Niche/Burials	\$1853.63	#1712	#4521
Fidel Herrera Jr for Fidel Herrera Sr	Plots/Burial	\$5733.00	#1713	#4522
Wice Motor Corp	Refund	\$ 200.00		#4523
Richard Clark for Wallace J. Clark Sr.	Burial	\$1064.50		#4524
Roger Henley Jr for Roger Henly Sr.	Burial	\$2808.00		#4525

Totals **\$11,659.13**


Acknowledge the sale of Burial Rights Certificates #1712 – 1713


Approve the signing of Burial Rights Certificates #1717 - 1719


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 January 3, 2025.




 Thomas Hague


 Ernest Boyd


 J. G. Burt


 J. G. Burt


 J. G. Burt

Board of Trustees

Eric McDermott, Board Clerk Approval



Date 2/12/2025