

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Wednesday, December 11, 2024, at 1:00 pm**

Winton Cemetery District Office

7651 West Almond Avenue

Winton, CA 95388

**BOARD MEMBERS**

Adam Reed, Board President

Scott Phillips, Vice President

Robert Callahan, Secretary

Nicholas Tacheira, Trustee

Elizabeth Barron, Trustee

**ACTION MINUTES**

Agenda was amended to add the correct number sequence of the agenda. Motioned by Robert, second by Scott, all in favor. Nick Tacheira not present, motion passes by 4 ayes to 0 nays.

**REGULAR SESSION:**

1. **CALL TO ORDER**

The board meeting was called to order at 1:06pm. Adam Reed, Scott Phillips, Elizabeth Barron, and Robert Callahan were all present. Nick Tacheira was not present.

2. **PUBLIC COMMENT**

Public comment was opened with no members of the public present or correspondence received.

3. **CONSENT CALENDAR**

- a. Regular meeting minutes for November 13, 2024 and Special meeting Minutes for November 22, 2024
- b. Transfer Block 36A-65 from Winton Mennonite Church of God to William and Tamela Van Vliet
- c. Website Accessibility Statement Policy (resolution to adopt)
- d. Tablet policy and agreement (resolution to adopt)

The board motioned to approve the consent calendar. Motioned by Scott, second by Robert, all in favor.

4. **REVIEW AND APPROVE FINANCIALS**

- a. Budget report, operating expenses, monthly bills, and burial report.

The board motioned to approve the bills. Motioned by Liz, second by Robert, all in favor.

5. **OLD BUSINESS (DISCUSSION/ACTION)**

- a. CAPC annual meeting March 13-15, 2025 in Seaside, CA registration due February 07, 2025

The board approved for Adam Reed and Scott Phillips to attend the annual meeting in March. Both trustees will follow up with the office manager next week to let her know if they will be attending. Motioned by Robert, second by Scott, all in favor.

- b. Superintendent job description

The District received the superintendent job description created by Stephanie Dietz. At this time the board authorized for both managers to revise their job description to fit with a superintendent. Office manager, will also make changes to the superintendent job description to match the overall goal of the District. Office manager was given direction to turn in her changes by the end of the month for the board to review and make their changes by January's board meeting.

6. **NEW BUSINESS (DISCUSSION/ACTION)**

- a. Managers' report

Grounds manager went over what was wrong with the grasshopper mower. The board said it was up to the grounds manager on how he gets it fixed since it is under \$1,000. They agree that Cal Farms should do the labor on fixing the clutch. Grounds manager will also need to work on getting in contact with the tree company to continue trimming and cutting the trees.

- b. February board meeting date from February 12, 2025 to February 13, 2025

The board discussed and decided we will have the meeting on Tuesday, February 11, 2024, at 3:00pm. Motioned by Robert, second by Scott, all in favor.

7. CLOSED SESSION:

No closed session.

8. REPORT OUT OF CLOSED SESSION

No closed session.

9. BOARD COMMENTS

Liz: Discussed the status of Wreaths across America, and that the plan is to start the small ceremony at 8:00am and place the wreaths right after. She mentioned she does have volunteers, but will reach out if she needs more.

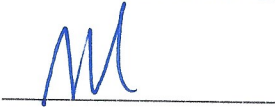
Robert: Was wondering if there was an update on the security cameras. Adam mentioned he has a plan for the cameras. After discussion the board members were in agreement to have Crime Guard remove the trailer, and if we need it again in the future we will reach out.

Scott: No comment.

Adam: No comment.

10. ADJOURN MEETING

The board meeting was adjourned at 1:57pm. Motioned by Scott, second by Robert, all in favor.



Adam Reed

Board President