

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, January 10, 2024, at 3:00 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

Board approved the agenda as posted. Motioned by Robert, second by Scott, all in favor.

1. CALL TO ORDER

Board president called the meeting to order at 3:03pm. All board members were present (Adam Reed, Scott Phillips, Robert Callahan, Elizabeth Barron, and Nicholas Tacheira who arrived at 3:08pm).

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

Consent calendar was approved with item a being pulled for discussion. Motioned by Adam, second by Robert, all in favor.

- a. Regular meeting minutes December 13, 2023
- b. Approval of 4th quarter taxes and payment
- c. Contract sales transfer to general fund
- d. Transfer from Eloisa Perez to Alex Perez Block 31 lots 193 & 194

After discussion of item a, the board approved the minutes with some changes. Motioned by Adam, second by Robert, all in favor.

4. REVIEW AND APPROVE FINANCIALS

Monthly bills were approved with notation that PG&E will be signed after the board meeting. Motioned by Nick, second by Scott, opposed by Robert, with the rest of the board in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

a. Well Pump

The board approved to move forward with pump n water's estimate for an oil lube in the amount of \$48, 808.72. Motioned by Adam, second by Robert, all in favor.

b. Well pump cover

The board discussed about getting a few estimates from local contractors for a custom shed. It was also decided that Adam and Elizabeth will be on a committee to help come up with specifications on what the district is looking for. Tabled, bring back when we have a couple of bids.

c. Tree committee report

Bergman came out and did five days of work on about 15 trees.

d. CAPC Seminar annual conference March 14-16, 2024

At the last board meeting December 13, 2023, the board motioned to approve office manager's spending out of the district funds \$381.28. The board has now amended the motion to not exceed \$500 out of the district's funding for everything (flights, hotel, ride shares, etc.). Motioned by Robert, second by Nick, all in favor.

6. NEW BUSINESS (DISCUSSION/ACTION)

- a. Manager's Report

During managers report, board president, gave direction to grounds manager to replace the tire on the Kubota tractor due to it having a slash. It was also noted that grounds manager can get rid of the abandon tired with Garza tired for \$5-\$7 a tire. During the discussion of the chapel update a committee was formed which the members will be Robert and Scott. They will work with the grounds manger to come up with a list of what exactly needs to be done to the chapel so we can get bids.
- b. Midyear budget update

Board president gave an update on the mobile module from the city, he was told that the city decided they will keep the module. He also stated that he called mobile module and found out it would be about \$32,000 for a module with two rooms and a bathroom. He is now just waiting on the cost of moving it here. Grounds manager mentioned that AG Source also has something similar. The board discussed hiring a geotechnical to get to proposals for them to come out and evaluate our pavements/roads. Robert mentioned wanting the curbing done around the cemetery especially where the trees have lifted them. It was also mentioned that grounds manager should rent a stump grinder when doing curbing where old trees use to be. They board would really like for this to get done. It was also discussed the office window needing to be fixed. Robert mentioned he will check out the window when they meet up for the chapel committee. It was noted they should get a quote for the window when getting quotes for the chapel. So far no budget updates are needed.
- c. Second half of the year projects

This was discussed during item b.
- d. February board meeting

February's meeting will be determined on what day works for Scott Esco from Ameriprise. Ameriprise will present first at 3:10pm and then we will have someone from Bergers & Co to review the completed audit at 4:10pm.
- e. Almond Ave frontage Rose quote

Board motioned to approve buying pink roses for the frontage of Almond Ave, and supplies to fix the sprinklers. Grounds manager must not exceed \$2,650. Motioned by Scott, second by Nick, all in favor.
- f. WIFI hub for the shop

Board motioned to approve the Wi-Fi hub from Crime guard in the amount of \$555.50. Motioned by Robert, second by Elizabeth, all in favor.
- g. Red Cape Academy

Board motioned for the office manager to do the academy for \$300 which would give her a years' worth of classes. The board also approved to have the office assistant do a \$99 workshop if she is wanting to do it. It was noted that the board would like for the office manager and office assistant to not spend a lot of the in-office hours on the classes, and to do it more on your own time at home. The amount shall not exceed \$400. Motioned by Robert, second by Scott, all in favor.
- h. Agreement for monument dealers

Tabled.
- i. Policies:
 1. Financial transaction signature policy (First reading)

Board motioned to approve the first reading with some changes. Motioned by Robert second by Scott, all in favor.
 2. Appointments (First reading)

Board motioned to approve the first reading with some changes. Motioned by Nick second by Liz, all in favor.
 3. Schedule of fees and cost policy (First reading)

Tabled.
- j. Committee assignments

This item was discussed during new business and old business.
- k. CLOSED SESSION:

No closed session.

I. REPORT OUT OF CLOSED SESSION

No closed session.

m. BOARD COMMENTS

Robert: Was wondering what happened to the greenery on the fence. Why the sign by the office is loose, that he still sees a lot of beer cans and items out of compliance. He also wants a spray log inventory sheet.

Scott: Mentioned that he also has seen a lot of beer cans and items out of compliance and would like the grounds crew to continue cleaning up the gravesites.

Adam: Noted that we need to do a special meeting for the grounds manager's evaluation. The special meeting will be January 24, 2024 at 3:00pm. Grounds manager will come in later that day so he can stay till 5:00pm.

n. ADJOURN MEETING

Motioned to adjourn meeting at 5:38pm. Motioned by Robert, second by Scott, all in favor.



Adam Reed
Board President