

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, December 13, 2023, 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

ACTION MINUTES

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

1. CALL TO ORDER

Meeting was called to order at 3:04pm. All members of the board were present (Adam Reed, Scott Phillips, Nicholas Tacheira, Elizabeth Barron, and Robert Callahan who arrived at 3:11pm).

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

- a. Regular meeting minutes November 15, 2023

Board motioned to approve the consent calendar. Motioned by Elizabeth, seconded by Scott, all in favor.

4. REVIEW AND APPROVE FINANCIALS

Board motioned to approve the bills except for Bergers & Co due to them charging almost the total amount of their contract without producing any work or a draft. It was also noted the PG&E and Hoffman security will be signed and paid after the board meeting. Motioned by Robert, second by Nick, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. Well Pump

The District received three new bids for the well pump. First to be opened was Foster Pump in the amount of \$47,100.14. Second to be opened was Pump n Water in the amount of \$50,750.27 for an oil lube and \$57,033.00 for a water lube. Last bid to be opened was Living Water in the amount of \$42,403.85. The board discussed and requested for the grounds manager, Mel, to get additional information from Foster Pump and Pump n Water regarding their bids.

- b. Tree committee report

The board discussed Bergman and West side landscapes work for pruning the District's trees. It was noted that Bergman and West side both completed four trees when they were out here for one day. The board decided to have Bergman continue working on our trees. The tree bill must not exceed \$8,000. Motioned by Nick, second by Scott, all in favor.

- c. Toro Groundman

Grounds Manager reported that the District did not need to do a deposit, and that West Side Turf knows we do not want the equipment until they new fiscal year. He also mentioned that we more than likely will not receive it until September or October of 2024.

- d. QR codes signs

Grounds manager mentioned that Atwater High School can't start on the sign stands until after January 15, 2024. The quote was in the amount of \$449.69 for 12 of them. The board mentioned they would like them powdered coated Hunter Green. It was also noted that we will be purchasing 12 signs from The Sign Guys with 4 pre drilled holes, and signs in the color Hunter Green. The total for the signs and stands must not exceed \$1,500. Motioned by Nick, second by Scott, all in favor.

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

Board motioned to approve for Office Manager, Christie, to attend the CAPC seminar in San Diego March 14-16, 2024 via airplane. It was noted that the Office Manager will adjust her schedule instead of being paid overtime or compensation time, when adjusting her schedule, she needs to make sure it lands on the same pay period. Motioned by Scott, second by Liz, all in favor.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager's Report

Grounds:

1. The engraving for the veteran Niche has been completed. The engraving ended up being more than the original quote of \$935 because they only quoted for one column not two. The total for two columns was \$1,402. With the donation from Winton Historical society there was still enough funding to cover the majority of it, about \$350 came out of the districts funding.
2. Hoffman has removed their camera system, and Crime Guard has put in the new camera system. All that is left to do is for them to put the internet.
3. We have finished removing all the oleanders.
4. I have ordered all the safety equipment for pruning.
5. PG&E has approved the solar, we passed our inspection. The solar is now up and going.

Office:

1. I attended the MAC meeting on November 21, 2023. I introduced myself and let them know I will be coming every few months to represent the cemetery and answer any questions. Lloyd Pereira personally thanked me for being there. It was an informative meeting knowing what is going on in Winton. I look forward to the next meeting.
2. We are issuing Gerardo and Maria Jimenez a refund due to the check having the wrong amount written out. They paid the district \$6,237.60, but the part where they write the number in word format what \$6,260. So, the bank credited the District the \$6,260, so we will refund the family \$22.40.
3. I have been looking into office classes, and have a phone call scheduled for December 18, 2023 with a company that was recommended by a few people on California special district association.

b. Midyear budget update

The board discussed where we are in the budget as well as what upcoming projects should be done this fiscal year. Board would also like for grounds manager to reach out to the VFW and see if they are willing to donate to the renovation of the chapel or if they are willing to host a dinner for us where the donations would go towards the District. It was also noted that the board members were willing to volunteer for the dinner. The board would also like for the grounds manager to get a quote for the roses off of Almond Ave. Tabled, grounds manager to bring back next meeting. The board would like to bring the midyear budget back next meeting for further discussion and possible action.

c. Second half of the year projects

Item c was discussed during item b, tabled bring back next meeting.

d. Agreement for monument dealers

Tabled.

e. Christy vault order

After much discussion with the board. The board gave direction to the grounds manager to order as many vaults as he needs before the price increase starting January 01, 2024.

f. Schedule of charges increase for new year

The price increases due to the vault pricing going up is tabled until we need to make another order of vaults with the new pricing. The board motioned to add cremation vaults to the schedule of charges. Motioned by Robert, second by Nick, all in favor.

g. Changing regular board meeting monthly day

The board motioned to change all future meetings from the second Monday of the month to the second Wednesday of every month. Motioned by Nick, second by Robert, all in favor.

- h. CLOSED SESSION:
No closed session.
- i. REPORT OUT OF CLOSED SESSION
Nothing to report, no closed session.
- j. BOARD COMMENTS
No board comments.
- k. ADJOURN MEETING
Board motioned to adjourn at 5:30pm. Motioned by Scott, second by Nick, all in favor.



Adam Reed
Board President