BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT
Wednesday, October 14, 2026 at 3:00pm
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 — Cathie Lancaster, Trustee

ACTION MEETING MINUTES

1. **CALL TO ORDER**
   The board meeting was called to order. Adam Reed, Robert Callahan, Cathie Lancaster, and Nick Tacheira were present.
2. **APPROVAL OF AGENDA AS POSTED OR AMENDED**
   Agenda was approved as posted; motioned by Cathie, second by Robert, all in favor.
3. **PUBLIC COMMENT**
   No public comment.
4. **CONSENT CALENDAR**
   NOTICE TO THE PUBLIC: Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If discussion is requested on any item, that item will be removed from the Consent Calendar for separate action.
   a. Regular meeting minutes for September 09, 2026
   b. Pre-need to At-need transfer
   c. Transfer from Rosa Gutierrez to Luis Chavez lots 203, 204, 205, 241 and 242 block 37
   d. Transfer Joanne and Javier Rubio lot 177 to lot 178 block 39
   e. Transfer Miguel Tapia Camacho block 38 lot 323 to block 39 lot 557
   f. 3RD Quarter Taxes

   Robert approved the consent calendar, second by Cathie, all in favor.
5. **REVIEW AND APPROVE FINANCIALS**
   a. Budget report, operating expenses, monthly bills, and burial report.

      Office manager went over the investments that were not in the packet due to receiving it late; account ending in 7290 $2,010,008.87 and account ending in 1905 $2,019,879.23. It was noted it was less than last months. We received the final bill from Fonroche lighting the total paid to them all together was $31,311.07 instead of the approved amount of $31,011.97, the board motioned to approve the new amount and the other bills. Motioned by Robert, second by Nick, all in favor. It was also noted the board president would like for the office manager to perform a speed test and report it back to him.
6. **OLD BUSINESS (DISCUSSION/ACTION)**
   a. Tree committee report

The tree committee had recently met and agreed there are more trees that need to be removed. They noted it was about eight to nine trees. Westside Landscape did let Melvin know that they will be a $100 more now due to the price of gas/diesel. After discussion it was agreed we will have Westside Landscape come out to do a weeks' worth of work. Board President did ask in the future that Grounds Manager to make a report of the trees he's talking about so the rest of the board can see and be on the same page.

b. Surplus items committee
    i. Surplus items current list

After discussion the board motioned to approve the surplus items list that was presented. Motioned by Nick, second by Cathie, all in favor. Scott arrived at 3:26pm.

7. **NEW BUSINESS (DISCUSION/ACTION)**
    a. Schedule of charges
        i. Resolution to approve new schedule of charges

It was discussed that originally, we approved $400 to be the new non-resident fee, but after office manager did the math that is less than the required minimum of 15% of the whole interment for most casket burials. Moving forward the non-resident fee will be $400 or 15% whichever is greater with the exception of infant burials. Infant burials will just be the 15%. Board President went over his changes for the recitals. The board motioned to approve the changes, motioned by Robert, second by Scott, all in favor. The new schedule of charges will take effect November 17, 2026.

b. Managers' report

The mangers went over their report. Grounds manager did report by next meeting he should have the quotes for the covering for the shop area.

c. Purchasing flower cans in bulk

The board approved a budget of $2,500 to restock the flower cans. Motioned by Robert, second Cathie, all in favor.

d. The four chapel benches

The final design of the chapel benches will be the same design as Winton Park, but would say Winton Cemetery instead. We will ask them to add a small plaque in the back with the student's name that made the bench with it saying Atwater High School below their name. Then on the side we will have donated by those we have received donations for.

e. Memorial benches Montes and Rubio

After discussion this item has been tabled till next board meeting.

f. Winton Cemetery District servicing contract with Merced County Auditor Controller

The Board reviewed the contract and agreed that Exhibit C needs additional detail before the contract can be approved.

g. November's board meeting date from November 11, 2026 to November 18, 2026

It was discussed that November 11, 2026 is a holiday. After discussion Tuesday, November 17, 2026 works the best for everyone. Motioned by Nick, second by Scott, all in favor.

h. Graveside service policy (amended first reading)

Tabled.

i. Public records act policy (amended, first reading)

The board motioned to approve the attorney's changes. Motioned by Nick, second by Robert, all in favor.

j. Annual review of the WCD Emergency Action Plan

The board reviewed and there were some changes that needed to be done. The board motioned to approve the changes and review by Cathie, second by Scott, all in favor.

k. Annual review of the WCD Workplace Violence Prevention Plan

The board reviewed the prevention plan. No changes at this time. Motioned by Robert, second by Scott, all in favor.

l. Annual review of the WCD IIPP

The board reviewed the IIPP. No changes at this time. Motioned by Robert, second by Nick, all in favor.

8. **CLOSED SESSION:**

The board went into closed session at 4:41pm.

9. **REPORT OUT OF CLOSED SESSION**

The board reported out of closed session. They discussed the main line water break. The board also wants to office manager to ask the attorney what the District has to do to have an on-call worker, and if he happens to have a policy on this for them to review. The board also mentioned starting January 01, 2026 all grounds employee will need to be on the same schedule including lunches.

10. **BOARD COMMENTS**

Robert received a complaint about the Districts hard water, the person who made the complaint will be testing our hard water. The reason being he has had to clean his headstone multiple times and that it has become very costly having to maintain it do to the hard water. He also reminded to the Grounds manager to notify a member of the board when big incidents like that happen with the water line breaking. Cathie mentioned she received a complement from a member of the public on how the cemetery looks good.

11. **ADJOURN MEETING**

The board meeting was adjourned at 5:12pm. Motioned by Scott, second by Cathie, all in favor.

Adam Reed
Board President