

# BOARD OF TRUSTEES REGULAR MEETING

## WINTON CEMETERY DISTRICT

Wednesday, July 17, 2024, at 2:00 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

Approval of the agenda as posted. Motioned by Scott, second by Elizabeth, all in favor.

1. CALL TO ORDER

Board meeting was called to order at 2:02pm. All members of the board were present (Adam Reed, Scott Phillips, Elizabeth Barron, Nicholas Tacherira, and Robert Callahan via phone). Brian Hughes from BBK was also present.

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

- a. Regular meeting June 12, 2024 special meeting June 26, 2024
- b. Approval of 2<sup>nd</sup> quarter taxes and payment
- c. Sell back block 31 lot 378 to Cindy Doty (Original owner Alvin Van Houwelingen)
- d. Transfer from contract sales to general fund (Pre-Need turned to At-Need)

Item e from the consent calendar was pulled to be discussed. The board motioned to approve the consent calendar items a through d. Motioned by Scott, second by Nick, all in favor.

- e. Budget balancing worksheet for Fiscal year 2023-2024.  
Office manager mentioned needing to do a budget increase to codes 21810 by \$2,946 and 22600 by \$2,224.12, and decreasing 21000 by \$9,170.12. Motioned by Scott, second by Nick, all in favor.

4. REVIEW AND APPROVE FINANCIALS

- a. Budget report, operating expenses, monthly bills, and burial report.  
Board motioned to approve the monthly bills, except change order amount for Wigley construction. Motioned by Robert, second by Elizabeth, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. Chapel project committee report  
It was discussed that the chapel project has been completed. Grounds staff installed lock on electrical panel. The Board requested a change order for any work outside of the original contract. The change order will be submitted for payment at the next board meeting.
- b. Schedule of charges  
The board would like to wait to do a rate study first. Tabled, no action taken.
- c. Scanning service  
At this time, we are not interested on doing the software. We will move forward with the scanning project. Office manager just needs to make sure that they save the file name in a way that we can search the record easily.
- d. FY 2024-25 Budget draft  
The board would like to add a part time Superintendent to the budget. The position would be an exempt employee with a maximum of 30 hours a week. The salary would be \$75,000 annually including retirement. The superintendent position will also include full benefits. The superintendent position and 3.2% increase to compensation schedule will be included in the revised budget. It was also discussed to increase code 21810

to \$40,000, 21300 to be changed to \$211,000, 83600 \$60,000, and 83700 to \$174,000. We will have a special meeting the final review and possible approval of the budget.

e. Workman and Kubota

The board discussed that the Toro Workman that was ordered is a 2-wheel drive model. The Grounds Manager's recommendation to the Board is for a 4 wheel-drive model. The 4 wheel-drive model will cost \$43,535.35 (+/- \$8,000 more than the original approval). The Board gave direction to cancel the original Toro Workman order. The Ground's Managers new recommendation would be to order a 4-wheel drive Kubota costing \$20,091.68. Board motioned to approve purchasing the \$20,091.68 Kubota. Motioned by Scott, second by Elizabeth, all in favor. Scott amended his motioned to add \$800 for a windshield. Motioned by Scott, second by Elizabeth, all in favor.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

Grounds manager updated the board that a big tree limb snapped in block 26. The grounds crew were able to clean it up, and no damage was reported.

b. BBK Brian Hughes at 2:00pm

Brian Hughes from BBK was present to meet the board. He took over for Anne Brehm at BBK. He mentioned BBK is one of the biggest public firms for special districts. He did mention that his hourly rate is more than our previous attorney, and will send us over an offer letter with his rate. Once we receive the offer letter office manager will bring it to the board for final approval.

c. Pavement evaluation by Salem Engineering presented by Dean Ledgerwood II at 3:00pm via Zoom.

Dean from Salem engineering went over the report for the existing pavement at the Winton Cemetery. He states the majority of the cemetery needs all pavement to be reconstructed, he does not recommend us to overlay the existing pavement. He said the only area that it might work for is the new roadway from Cypress Road. Another thing he said that needs to be done is installing inverted curbs where trees are removed. Dean will send the district recommendations on what to do for the small areas that don't need a full reconstruction. It was noted that evaluation would be good for at least 10 years.

d. COLA raise

The Board discussed a Cost of Living Adjustment. The Board discussed what percentage they would prefer. Board member Tacheira asked for a 3.2% COLA and noted the effective date would be September 1<sup>st</sup>, 2024. Motioned by Nick, second by Scott, third by Elizabeth. Yea: Nick, Elizabeth, Scott, nay: Adam, Robert Motion carries by a 3 to 2 vote.

e. Office assistant

Office assistant will now work up to 29 hours a week, with schedule dependent on the district's office needs. Motioned by Scott, second by Elizabeth, all in favor.

f. GSRMA Conference October 24, 2024-October 25, 2024 in Corning, CA & GSRMA training Parma in February 23-26, 2025

Tabled, bring back next meeting.

g. CAPC Educational Meeting October 11, 2024-October 12, 2024 San Luis Obispo (registration due September 11, 2024)

Tabled, bring back next meeting.

h. PCA Annual meeting August 01, 2024-August 02, 2024 in Grass Valley (Registration due July 24, 2024)

Board approved for Robert Callahan and the Grounds manager, Mel, to go to the PCA meeting. Budget is \$1,000. Motioned by Elizabeth, second by Scott, all in favor.

i. Front office budget

When office manager is working on the budget for redoing the office to keep in mind furniture for the new position, as well as redoing the office ceiling. Tabled, bring back next meeting.

j. Policies and procedures

1. Work place violence prevention plan (first reading)

Office Manager has not received final draft from legal counsel review, tabled, no action taken.

7. CLOSED SESSION:

No closed session.

8. REPORT OUT OF CLOSED SESSION

No closed session.

9. BOARD COMMENTS

Scott: Noticed in the older section that it doesn't look like it has been mowed or kept up with. He would like the grounds manager to talk to Wright Services to fix the situation.

Robert: Received a compliment from the public regarding the mapping QR codes.

Adam, Nick, and Elizabeth no comments at this time.

10. ADJOURN MEETING

Board meeting was adjourned at 5:35pm, motioned by Nick, second by Scott, all in favor.



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Adam Reed  
Board President