

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Monday, June 12, 2023, 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

**ACTION MINUTES**

**APPROVAL OF AGENDA AS POSTED OR AMENDED**

Board motioned to pull item x number 2 and 3 due to not being in the board packet on time. Motioned by Scott, second by Nick, all in favor.

**REGULAR SESSION:**

1. **CALL TO ORDER**

Board meeting was called to order at 2:01pm. (All board members were present Adam Reed, Scott Phillips, Nicholas Tacheira, and Robert Callahan via phone.)

2. **PUBLIC COMMENT**

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

3. **REVIEW AND APPROVAL OF MINUTES**

Board approved May 03, 2023 special meeting minutes with no changes and May 08, 2023 regular meeting minutes with changes to item i. Motioned by Scott, second by Nick, all in favor.

4. **AGENDA ITEMS TO BE DISCUSSED AND ACTION TAKEN**

a. **Financial Report and Bill Approvals**

Board would like to set up a meeting with San Luis Pump to discuss Invoice #55536. Board approved bills with the exception of San Luis Pump. Motioned by Robert, second by Scott, all in favor.

b. **Manager's Report**

Grounds:

- i. We received the new motor and the air compressor is working good now.
- ii. Dickey's project for the well has been completed, and disconnected the tank.
- iii. The stand-up mower's clutch has been replaced and it is working great.
- iv. I was able to get pricing for our new fuel tanks from Hunts & sons, and Pazin & Meyers. I have attached what they said.
- v. R.T. Maher says our project is still pending the building permits. He also mentioned he will get us a copy of the engineering project. I have witnessed myself that PG&E has come out and did the visual where the project is supposed to be also checking out the meters.
- vi. Another water line that wasn't a main line was broken due to a tree root; I was able to reroute the water on it.

Office reported the following:

- i. Niche project has been completed! It looks beautiful and we have had some inquiries about families wanting to purchase them already.
- ii. Scott Esco will be attending our August 14th's meeting to go over our investments.
- iii. Memorial Day open house went well. Not a huge turnout, but those that attended appreciated our efforts. I believe a lot of those who attend will really love that we will have our burial search mapping.

- iv. GSRMA awarded the district with \$1,000 for applying for the loss prevention subsidy fund which is a reimbursement for attending the CAPC seminar and the office manager getting training.
- v. GSRMA has stated the following for the district turning in our RMAP and LEEP:  
 "For the district participating in the Risk Management Accreditation Program (RMAP). The recommended awards were approved by the GSRMA Board of Directors at the May meeting. As a result of your commitment to improving risk management and safety, the District has been accredited with excellence and will be awarded 10% back of your annual contribution, which equates to \$5,822.10 when checks are issued in mid-June. I would like to take this time to congratulate and praise your efforts in creating a safe environment for the public and staff."
- c. Peace yard presentation presented by Brandon Medina at 2:00pm.  
 Peace yard went over a new stone material that they would like for us to accept at our cemetery. He says the type of stone they offer is easy to clean and fix.
- d. Investments presentation by Todd from Cal Trust at 2:30.  
 Todd from Cal Trust presented on what they have to offer for investments with special districts.
- e. Transfer from Laura Esau to John Esau for Block 36 A Lot 73  
 Board approved the transfer for Block 36 A lot 73. Motioned by Robert, second by Nick, all in favor.
- f. Transfer from Winton Mennonite Church to Orville & Valeda Koehn for Block 36 A lot 68 & 69  
 Board approved the transfer for Block 36 A lot 68 & 69. Motioned by Robert, second by Nick, all in favor.
- g. Transfer from Winton Mennonite Church to Cleo & Twila Jantz for Block 36 A lot 89  
 Board approved the transfer from Block 36 A lot 89. Motioned by Robert, second by Nick, all in favor.
- h. New lots into inventory in block 32, 33 vet, and 38.  
 Board approved to put the new lots in Block 32, 33 vet, and 38 into inventory. Motioned by Scott, second by Nick, all in favor.
- i. New Niche pricing, and niches into inventory.  
 Board would like for office manager and grounds manager to work on pricing for the New Niche. As well as getting quotes to engrave the New niche inner circle for the Veteran's, and quotes for the lighting. Tabled, no action taken.
- j. Auction update  
 Board approved to give the last two buyers until June 30<sup>th</sup> to pick up their items that they purchased. If items are not picked up by then office manager has board approval to relist these items for auction. Motioned by Nick, second by Robert, all in favor.
- k. Tree sub committee  
 Tree sub committee will work on finding a new arborist. Tabled, no action taken.
- l. Fuel tanks  
 Board would like for grounds manager to get quotes on the electrical for the new fuel tanks with an emergency shut off. Also, would like for the grounds manager to verify that the quotes for the new fuel tank include delivery and setting them up. Tabled, no action taken.
- m. Board room  
 Board agreed on having Board president to work with the managers on getting a plan together to get bids on converting the employee garage into a board room. Tabled, no action taken.
- n. Credit card and petty cash  
 Board motioned to remove petty cash. Motioned by Robert, second by Adam, opposed by Scott, and opposed by Nick. Tabled, no action taken.
- o. Increase or decreases in current budget  
 Board approved to do a transfer from expansion fund into structures and improvements fund. Also, to increase the budget for structures and improvements to reflect the transfer of \$119,505.12 Motioned by Scott, second by Nick, all in favor.

- p. Budget draft for f/y 23-24.  
Board approved to do a special meeting on June 15, 2023 at 2:00pm to review the budget. Tabled, no action taken.
- q. GSRMA renewal  
Board asks office manager to get a quote/estimate on what our new premium would be if we add new structures, upping the value on equipment, structures, and vehicles. Tabled, no action taken.
- r. Sheriff's update  
Sheriffs recommends for the district to add closing signs, as well as hiring security to enforce our rules after hours.
- s. Security companies  
Board would like to do a trial with Crime Teck for their security trailer. Board would like for office manager to email the board once it's been placed. Motioned by Nick, second by Scott, all in favor.
- t. PCA Annual Conference  
Board approved for office manager to attend the PCA conference in August at no cost for the district. It was noted that the board members are welcome to go as well. Motioned by Scott, second by Nick, all in favor.
- u. Sign quotes  
Board approved getting a 3x4 sign from the sign guys with the posts for \$399.80. Motioned by Robert, second by Nick, all in favor.
- v. California Special District Association  
Board approved to become a member for CASDA and agreed to pay the membership fee of \$2,713. Motioned by Adam, second by Scott, all in favor.
- w. After hours call center  
Tabled, no action taken.
- x. Policies and procedures
  - 1. Gravesite Service policy (Amendment)  
Board approved and adopted the new gravesite service policy. Motioned by Nick, second by Scott, all in favor.
  - 2. Bench policy (Amendment)  
Removed from agenda.
  - 3. Resolution to adopt: Records retention schedule and authorizing destruction of certain district records (Second reading)  
Removed from agenda.
  - 4. Marker policy (Amendment)  
Tabled, no action taken.

5. REPORT OUT OF CLOSED SESSION

No closed session.

6. BOARD COMMENTS

Scott: Thanked our efforts for all the employees who worked Memorial Day.

Adam: Mentioned that the cemetery looks good, and also thanked the employees.

Robert: Would like for the maintenance and equipment logs to be on next month's agenda. As well for the office manager to send out the agenda to the board on Thursday's instead of Friday's. He would also like more details on contracts sales.

7. ADJOURN MEETING

Board adjourned meeting at 5:31pm. Motioned by Scott, second by Nick, all in favor.



Adam Reed  
Board President