

BOARD OF TRUSTEES REGULAR MEETING

*WINTON CEMETERY DISTRICT
Wednesday, April 08, 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 MINUTES

1. CALL TO ORDER

The board meeting was called to order at 3:00pm. Roll call was taken as followed; Adam Reed, Present, Scott Phillips present, Nick Tacheira present, Cathie Lancaster present, and Robert Callhan present via phone call. Robert Callahan had a training for work out of town that is why he called in.

2. APPROVAL OF AGENDA AS POSTED OR AMENDED

Adam Reed motioned to move item b in new business for Board elections and adding board appointment to be right after public comment. Motioned by Adam, second by Nick, all in favor.

3. PUBLIC COMMENT

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

4. BOARD ELECTIONS/ BOARD APPOINTMENT

The board motioned to appoint Cathie Lancaster as a trustee. Motioned by Nick, second by Scott, all in favor. Office manager/board clerk took a vote for board positions. Adam Reed was nominated as Board President, motioned by Nick, second by Scott, all in favor. Scott Phillips was nominated as Vice President, motioned by Adam, second by Nick, all in favor. Robert Callahan was nominated as Board Secretary, motioned by Adam, second by Nick, all in favor. Nick Tacheira and Cathie Lancaster will remain as trustees.

5. 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 March 11, 2026
- b. Pre-need to At-need transfer
- c. Approval of 1st quarter taxes

The consent calendar was approved, motioned by Scott, second by Nick, Adam and Robert were in favor, and Cathie Lancaster abstained. Motion passes.

6. REVIEW AND APPROVE FINANCIALS

a. Budget report, operating expenses, monthly bills, and burial report.

Adam mentioned on the operating expenses to double check the budgeted amount for 21300. Office manager, Christie, mentioned she added a bill for BBK in the amount of \$289. Scott motioned to approve the bills including BBK, second by Nick, all in favor.

7. OLD BUSINESS (DISCUSSION/ACTION)

a. Tree committee report

Grounds manager, Mel, mentioned we have almost \$7,000 left in the budget. The board will like to wait till May before we start on more trees.

8. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

After discussing over the managers' report, the board would like for Cal Turf to replace the broken piece on the Journeyman since it is under warranty. Office managers report states the District will be refunding Mary Walls and Kathleen Jansen do to them converting their single casket burials to cremation burials. It was also noted that the grounds manager needs to purchase more nodes.

b. Memorial Day

After discussion the District will not be holding an open house this year. It was approved to have four hours of overtime to empty trash and help the VFW if needed. Grounds manager can decide how to delegate that. Motioned by Nick, second by Cathie, all in favor.

c. General manger leadership summit; June 28, 2026 through June 30, 2026, Newport Beach, CA

Office manager informed the board that she got approved for a scholarship that will cover the registration fee of \$890. She also was approved by GSRMA to be reimbursed up to \$1,000 for the training. The rest of the costs should be within our allocated budget. Instead of overtime on Sunday, June 29, 2026, she will receive a compensation day on Friday, June 26, 2026. Motioned by Scott, second by Robert, all in favor.

9. CLOSED SESSION:

No closed session.

10. REPORT OUT OF CLOSED SESSION

No closed session.

11. BOARD COMMENTS

Grounds manager let the board know he has a vacation scheduled in July that will make him miss July's meeting. He was approved to miss the meeting, but the Assistant Grounds Manager, Clint, will need to take his place the day of the meeting. Nick thanked Mel for his help during his mother's service. That he did a great job. Scott thanked Mel for getting the gravesite cleaned up by his grandparents, and besides the dry spots in the cemetery everything else looks great. Cathie had no comments. Adam would like to cut the grade around the chapel. Mel is to work on getting a quote, if over budget we will have a special meeting to approve it. The board would like this project to be done before Memorial Day. Robert mentioned the chapel's new roof looked good.

12. ADJOURN MEETING

The board motioned to adjourn the meeting at 3:43pm, motioned by Cathie, seconded by Scott, all in favor.



Adam Reed
Board President