

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, March 13, 2024, 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 Scott, second by Liz, all in favor.

1. CALL TO ORDER

The meeting was called to order at 3:08pm. All members were present (Adam Reed, Scott Phillips, Elizabeth Barron, Robert Callahan, and Nick Tacheira).

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

- a. Regular meeting minutes February 13, 2024.
- b. Transfer from Carole Bustamante to Francisco R. Cardenas Block 30 lot 282

Board motioned to approve the consent calendar. 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 approved the monthly bills. Motioned by Adam, second by Scott, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. Well pump cover committee report
No update at this time besides board president would like the grounds manager to remove and destroy the old well house.
- b. Tree committee report
Board motioned to approve \$8,000 for the tree committee to decide what trees should be taken care of next. They mentioned possibly doing the Italian cypress trees. Motioned by Nick, second by Liz, all in favor.
- c. Chapel project committee report
Tabled, no action taken.
- d. CAPC Seminar annual conference March 14-16, 2024
Board motioned to approve eight hours of overtime for the office manager instead of her taking a day off during the pay period due to the office assistant vacancy. Motioned by Scott, second by Nick, all in favor.
- e. Holiday events
During discussion of events, the board approved to have the Office Manager go to the MAC meeting in April instead of May due to the office manager being on vacation during that time.

1. Memorial Day

Board approved four hours of overtime on Memorial Day so someone can dump the trash during that time. Grounds manager can decide to split it between two groundskeeper or just one person working the four hours. The District will not be hosting an open house this year.

2. Dia De Los Muertos

Hispanic Chamber of Commerce are very interested in hosting the Dia De Los Muertos event at the cemetery. They are just waiting for final board approval, and then they will set up an appointment with the office manager to do a tour of the cemetery and more

details. The board would like for the office manager to have them come out to our board meeting once things are more finalized.

3. Wreaths across of America

The board motioned to approve working with the CVO for Wreath's Across of America. Wreath's Across of America provides wreaths for veterans that families can purchase. Motioned by Scott, second by Nick, all in favor.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager's Report

Board previously went over the manager's report in their packet. No questions regarding the managers reports at this time.

b. Schedule of charges 2024

Board motioned to approve the new pricing for the Monticello's and OS Monticello's. Board also approved for the grounds manager to order two Monticello's and one OS Monticello. Motioned by Scott, second by Nick, all in favor.

c. Salary schedule

Board motioned to approve updating part time extra help from \$14.51 to \$16.00 the hour. Motioned by Nick, second by Liz, all in favor.

d. Office assistant

Board approved the vacancy of the office assistant position as part time 10:00am- 3:00pm, with flexibility when the District needs it. Board member Scott will be apart of the interviewing. Motioned by Scott, second by Nick, all in favor.

e. Geotechnical pavement evaluation

Board motioned to approve the proposal of \$7,950 to have Salem Engineering Group do an evaluation of the ground's pavement. This project will come out of code 21300. Motioned by Nick, second by Scott, all in favor.

f. Cemetery office and grounds analysis

Board president reached out to Lee of associates about doing an evaluation and their starting price is \$100,000. Board motioned to approve Stephanie Dietz to do the analysis of the office and grounds, she should not exceed \$10,000 according to her proposal. Motioned by Scott, second by Nick, all in favor.

g. Policies:

All policies 1-10 were tabled until the special meeting on January 20, 2024 at 3:00pm.

h. Office cart

Tabled until the special meeting on January 20, 2024 at 3:00pm.

i. CLOSED SESSION:

Board went into closed session.

j. REPORT OUT OF CLOSED SESSION

Board reported out of closed session. The board discussed and motioned to approve making an offer on APN #147-140-002. Motioned to approve by Adam, Scott, Nick, Elizabeth, and opposed by Robert.

k. BOARD COMMENTS

Nick: Discussed he thinks it may not be a good idea to add flags to the new niche after all. He would like Elizabeth to help with ideas.

Robert: Was wondering if there have been any leaks since the AC was fixed. Wondering how the office window was doing with the rain.

Mel (grounds manager): Mentioned that Dickey's flushed out the well.

Scott: Asks that Dickey's clean up their mess from flushing out the well.

I. ADJOURN MEETING

Board motioned to adjourn the meeting at 5:37pm. Motioned by Scott, second by Nick, all in favor.



Adam Reed
Board President