

**BOARD OF TRUSTEES REGULAR MEETING**  
**WINTON CEMETERY DISTRICT**  
**Wednesday, October 18, 2023, 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

**APPROVAL OF AGENDA AS POSTED OR AMENDED**

Board approved the agenda as posted. Motioned by Nick, second by Elizabeth, all in favor.

**REGULAR SESSION:**

1. **CALL TO ORDER**

Board meeting was called to order at 3:00pm. (Adam Reed, Nicholas Tacheira, Elizabeth Barron, and Scott Phillips via phone. Robert Callahan was absent).

2. **PUBLIC COMMENT**

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

3. **CONSENT CALENDAR**

The consent calendar was approved with item b being pulled for discussion. Motion by Nick, second by Elizabeth, all in favor.

a. Regular meeting minutes September 13, 2023 and September 20, 2023.

b. Marker Policy (second reading)

Board discussed the marker policy and approved the second reading with some clerical changes. Motioned by Nick, seconded by Elizabeth, all in favor.

c. Release of records policy (second reading)

d. Approval of paying third quarter taxes

e. Transfer from contract sales to general fund (Pre-needs turned into At-needs)

4. **REVIEW AND APPROVE FINANCIALS**

Monthly bills have been approved except for RT Maher invoice of \$92,500, which will get paid next month instead. Motioned by Elizabeth, second by Nick, all in favor.

5. **OLD BUSINESS (DISCUSSION/ACTION)**

a. Well Pump

The district received three bids for the well pump. First invoice opened was from Foster pump in the amount of \$24,079 with subject to being increased. Second opened was Living water \$29,785.88 with the note that would be the maximum. Lastly opened was Pump n water in the amount of \$40,586 for a full replacement and \$23,483 for fixing the well. After discussion the board decided to get a third party to diagnosis the well. Once we receive the diagnosis, we will ask these three companies to rebid the project with the new information provided about the issue with the well. Grounds manager has the maximum budget of \$7,000 for the diagnosis of the well. Motioned by Nick, second by Scott. all in favor.

i. Well numbers

It was noted that when ever we get a new pump, we will continue to number the wells that match the existing ones. The well by the shop is well #2 and well #1 is located by the office. Board asks grounds manager to paint the well numbers on them.

ii. Replacement covers

Board discussed getting a new cover for the well in the case that the existing well cover doesn't survive the move after it getting the diagnosis. The board asked the grounds manager to get two quotes from Hickory's one for a custom cover and one that is a pre fab cover.

b. San Luis Pump

Board discussed the San Luis Pump invoice, which was approved with the monthly bills.

c. Vehicle access on new roadway

Board discussed with grounds manager about an update on the new roadway. It was noted that there hasn't been much issues over there.

d. Tree committee report and quotes

Board discussed the tree quotes they have received. After doing so they decided to move forward with Harmony Anderson with the daily rate of \$3,500 a day. Westside Landscape with the daily rate of \$1,600, and Bergman with the daily rate of \$1,200-\$1,700. It was discussed grounds manager will schedule each company to come back-to-back, and that the first company that comes out will need to remove the tree that is currently spilt in half. Motioned by Nick, second by Elizabeth, all in favor.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager's Report

Board approved another donation from the Winton Historical society to go towards another bench. Board also approved to completely remove the oleanders by the shop. Budget of \$1,100 was approved for a new chainsaw preferably a steal brand one. Motioned by Nick, second by Scott, all in favor.

Grounds:

1. The Winton Historical society has turned in a check in the amount of \$2,500 for their bench and the inscription of the columns for the veteran niche. They also called to say they would like to donate more money for a second bench, that I think would look nice by that side walk going into the new niche.
2. The grasshopper has been repaired and has been working well.
3. All the oleanders have been pruned.
4. The solar project has been going well I have seen them working here every day.
5. I took the big chainsaw to Cal farms and they said it was no repairable. The cost would be more than a new one.

Office reported the following:

1. Our audit has been turned in to Bergers and CO.
2. Pontem mapping project should be completed and integrated on October 20, 2023. We will have an outage on the 17th, the 18th will be the integration, and the 19th will be the delivery date of the integration. By the 20th the mapping should be up and running so long as there are no last-minute hiccups during integration.
3. The security trailer seems to be doing their job, we do get some notifications of people present but when they put the siren most people leave with no issues. No major issues have had happened and it has been pretty quiet for the most part.

b. Policies and procedures

b.1 Flower and Decoration policy (amendment, first reading)

Board would like to add definitions to this policy, bring back next meeting for second reading.

c. Winton historical society bench

Board approved the granite bench and sizing for the Winton Historical society bench. Motioned by Elizabeth, seconded by Nick, all in favor.

d. Board meeting date change for future meetings

Board motioned to approve future board meeting dates. Motioned by Nick, seconded by Elixabeth, all in favor.

e. Administration fee

Board motioned to approve adding a refund fee to the schedule when someone is wanting to sell their lots back to the cemetery. The sell back fee will be \$30. Motioned by Nick, second by Elizabeth, all in favor.

- f. Holiday events  
Board discussed allowing an outside organization to host Dia de los Muertos at the cemetery next year, as well as doing a Christmas remembrance program. Office manager will work on talking to the Hispanic chambers of commerce as well as others for more information.
- g. Budget increase  
Board approved the budget increase of \$199.69 from salaries to overtime. Motioned by Nick, seconded by Elizabeth, all in favor.
- h. Camera System  
Board approved the removal of the Hoffman camera system. After reviewing multiple quotes, the board awarded Crime Guard to install a new camera system in the amount of \$3,472. Motioned by Nick, seconded by Elizabeth, all in favor.
- i. Closing delinquent contracts  
Board approved to close delinquent contracts for Connie Piceno Block 38 lot 492 and Yvonne Ramirez Block 39 lot 387. Motioned by Nick, seconded by Elizabeth, all in favor.
- j. CLOSED SESSION:  
Board did not go into closed session.
- k. REPORT OUT OF CLOSED SESSION  
Board did not go into closed session, therefore nothing to report.
- l. BOARD COMMENTS  
Adam: Mentioned that Robert asked grounds manager for fuel logs, and asks if he can email them to him.  
Scott: No comment, Nick: No comment, Elizabeth: No comment.  
It was also noted that board approved a budget of \$1,500 for two tablets and protective gear for them. Motioned by Nick, second by Elizabeth, all in favor. As well as wanting office manager to bring back the job description for grounds manager, and making an edit under the applicator license adding only when required.
- m. ADJOURN MEETING  
Board motioned to adjourn meeting 5:05pm. Motioned by Elizabeth, seconded by Nick, all in favor.



Adam Reed  
Board President