

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Wednesday, November 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**

Approval of agenda motioned by Scott, second Robert, all in favor. Nick not present. Motion passes with 4 ayes and 0 nays.

1. CALL TO ORDER

The board meeting was called to order 3:02pm. Board members Adam, Scott, Robert were present, and Elizabeth via phone. Nick not presents at this time.

2. PUBLIC COMMENT

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

CONSENT CALENDAR

- a. Regular meeting minutes for October 09, 2024
- b. Transfer from Rebecca Mendoza to Sally and Arthur Berber for Block 35A lot 67

The board motioned to approve the consent calendar. Motioned by Robert, second by Scott, all in favor. Motion passes with 4 ayes and 0 nays.

3. REVIEW AND APPROVE FINANCIALS

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

The board motioned to approve the bills. Motioned by Robert, second by Scott, all in favor. Motion passes with 4 ayes and 0 nays. Nick joined the meeting after the motions.

4. OLD BUSINESS (DISCUSSION/ACTION)

- a. Cypress entrance

1. Arnardo Construction

Office manager updated the board that the District's attorney is working with Arnardo Construction's insurance on recovering payment for the damage that was done to the Cypress entrance, as well as attorney fees. Office manager will update the board next board meeting if more progress is made.

- b. Electric mowers

After much discussion the board decided to move forward with the stand-up mower from Cal Turf that is fully covered by the grant from the air board since the previous sit-down mower is no longer available. Motioned by Robert second by Scott, all in favor.

- c. Parma February 23-26, 2025

The board motioned to approve the office manager to have Thursday, February 27, 2024 instead of being paid overtime for Sunday, February 23, 2024. Motioned by Robert, second by Scott, all in favor.

- d. Investments

The office manager went over how much interest we received in contract sales for fy 2023-2024, and what percentage rate we receive from the county quarterly. At this time, we will not be moving any money to a different investment account since the percentage rate is similar.

5. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

During the managers report the board asked the grounds manager to look into getting where he cool patched, hot patched instead since that is what will last longer.

b. Robert Callahan reviewing CAPC training

Robert discussed what he learned at the CAPC conference he attended in October in San Luis Obispo. He said he learned a lot; especially what other cemeteries are going through during day of the dead and how crowded it gets. He mentioned there was a cemetery who closed the gates that day, and hired security to enforce the public to park outside of the cemetery. The board mentioned to the office manager to add this to the agenda next summer because we were over crowded as well. Robert said he met a lot of new contacts and suggests all board members attend a meeting when they can.

c. CAPC annual meeting March 13-15, 2025 in Seaside, CA registration due February 07, 2024

The board discussed this conference, and will think it over and have decision by next board meeting on who is able to attend. Tabled, no action taken.

d. Administrative office manager certificate

The board motioned to approve the office manager to take the administrative office manager certificate at Merced Community College. The District will take care of her tuition but it must not exceed \$1,500 and it may be purchased on the District's credit card. Motioned by Robert, second by Scott, all in favor.

e. Auction of surplus items

The board motioned to declare the items on the list provided as surplus items, and to have them be placed for auction depending on the District's schedule. Motioned by Robert, second by Scott, all in favor. It was also discussed we will start the bids at \$1 for all items.

f. Graveside canopies

The board discussed the estimates that were received to fixed the two existing canopies as well as building a new one. Koehn Metalworks estimate was a total of \$21,700.78, Storey products was a total of \$14,239.2, and last estimate from BK Industries was a total of \$17,170. After much discussion the board gave the grounds manager direction to contact BK industries to see if he can do PVC panels instead of the panels that were quoted as well as adding paining the whole canopies that would be repaired. They would also like for him to contact Storey products and have them quote him the bigger casters to match the other companies. The board motioned to approve pulling money from the general fund into 21300 and 83600 by doing a budget adjustment in amount not to exceed \$17,500. As well as the updates to quotes. Motioned by Robert, second by Nick, all in favor.

g. Resolution draft for state and federal background checks

The board motioned to approve the resolution draft for the DOJ. Motioned by Robert, second by Scott, all in favor.

h. Website Accessibility Statement Policy

The board motioned to approve the website accessibility statement provided by Streamline. Motioned by Scott, second by Nick, all in favor.

i. Tablets for the Board

The board motioned the approval of 5 amazon tablets for the board as well a protective cover for them. The purchase must not exceed \$650. Motioned by Robert, second by Elizabeth, all in favor.

j. Superintendent job description

The board discussed that we have \$625 left in the budget to utilize Stephanie Dietz services. It was discussed that the board would like for Stephanie to come up with a Superintendent job description for the District. Office manager must make sure she can complete this without going over budget, if Stephanie believes it would cost more then what we have budgeted she must provide us with an estimate for the board to approve. Motioned by Scott, second by Robert, all in favor.

6. CLOSED SESSION:

The board went into closed session at 5:15pm.

7. REPORT OUT OF CLOSED SESSION

The board reported out of closed session. During closed session they did not do the grounds manager evaluation. However, we did go over the grounds keeper accommodation, as well discussing someone to cover their absence

during medical leave. No action was taken during closed session. In open session the board gave direction to hire a full-time temporary grounds person, and post the position on indeed. The position will be paid \$20 the hour with no benefits besides sick time. This position will be on a temporary basis to just cover the leave of the grounds keeper medical absence, or however long our HR attorney says it's lawful to keep a temporary worker with no benefits. Motioned by Robert, second by Nick, all in favor. The board also decided we will have a Special meeting on November 22, 2024 for the grounds manager evaluation, and the progress of the grounds keeper position.

8. BOARD COMMENTS

Nick: No comment.

Scott: Came by after Day of the dead and saw Jaime working hard cleaning the cemetery. He noticed the clean up looked really good, and they're doing a great job.

Liz: No comment.

Robert: Was wondering if we are locking the dumpster. Grounds manager confirmed we are, and Roberto appreciates him doing that.

Adam: No comment.

9. ADJOURN MEETING

The board motioned to adjourn the meeting at 5:33pm. Motioned by Robert, second by Scott, all in favor.



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Adam Reed  
Board President