

BOARD OF TRUSTEES SPECIAL MEETING

WINTON CEMETERY DISTRICT

Friday, November 22, 2024, at 3:30 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

Motion to approve agenda as posted. Motioned by Robert, second by Scott, all in favor. With 4 ayes and 0 nays motion passes.

1. **CALL TO ORDER**

The board meeting was called to order at 3:34pm. With Adam Reed, Scott Phillips, Robert Callahan, and Nicholas Tacheira present. Elizabeth Barron was absent.

2. **PUBLIC COMMENT**

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

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

a. **Cypress entrance**

1. **Arnardo Construction (release of damage notarized)**

The board motioned to accept \$13,860 from Arnardo construction for \$1,000 in attorney fees, and \$12,860 for damages done to the Cypress Garden entrance. The board authorizes Adam Reed to sign and notarize the property damage release form. Motioned by Robert, second by Scott, all in favor.

b. **Grounds keeper**

Scott Phillips with assist the grounds manager, Mel, on conducting interviews for the temporary full time grounds keeper position. The new grounds keeper will start immediately after passing a drug test, the employment contract will be for 60 days at \$20 the hour.

4. **NEW BUSINESS (DISCUSSION/ACTION)**

a. **Tablet policy and agreement**

The board will like the office manager to see what software's will work best on the new tablets to read and write notes on the pdf. The board motioned to approve the first reading of the tablet usage policy and agreement. Motioned by Nick, second by Scott, all in favor.

5. **CLOSED SESSION:**

The board went into closed session at 3:45pm.

6. **REPORT OUT OF CLOSED SESSION**

The board reported out of closed in session at 5:15pm. During closed session the board did the grounds manager, Melvin Loewen's, yearly evaluation. No action was taken.

7. **ADJOURN MEETING**

The board motioned to adjourn the meeting at 5:16pm. Motioned by Robert, second by Scott, all in favor.



Adam Reed
Board President