

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Monday, April 10, 2023, at 2:00 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

Melba Miyamoto, Trustee

ACTION MINUTES

1. CALL TO ORDER

Board president called the meeting to order at 2:02pm. All members of the board were present (Adam Reed, Scott Phillips via phone, Robert Callahan, Nicholas Tacheira, and Melba Miyamoto). Board motioned to approve the agenda as posted, motioned by Robert, second by Nick, all in favor.

2. PUBLIC COMMENT

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

3. CLOSED SESSION

Board adjourned to closed session at 2:05pm.

4. REPORT OUT OF CLOSED SESSION

Board returned to open session at 2:11pm. No action was taken, but direction was given to grounds manager regarding personnel matter.

5. REVIEW AND APPROVAL OF MINUTES

Board motioned to approve the minutes once item g has been amended. Motioned by Robert, second by Nick, all in favor.

6. AGENDA ITEMS TO BE DISCUSSED AND ACTION TAKEN

a. Financial Report and Bill Approvals

Board would like office manager to find out if the expansion fund transfer went into the general fund, and to update them via email. Motioned by Nick, second by Robert, all in favor.

b. Manager's Report

Board motioned to approve to get a tree removed and the line to be fixed under the tree due to emergency circumstances. Motioned by Robert, second by Scott, all in favor.

Grounds reported:

- i. Tractor supply said that Ingersoll will not cover the electric motor on the air compressor. So, I stopped by at Dom's electric and they said if we pull the motor, they can check it to fix the old motor for \$150 or if it's burnt, we can get a new motor around \$700.
- ii. Dickey's project should be completed in about a month.
- iii. Hart's will not put speed bumps in until they can start making asphalt which will not be until temperatures reach 65 degrees. He also will do the asphalt by the old well for \$800.
- iv. Independent irrigation put in the valve.

Office reported:

- i. Mark from KMI said project should be completed by the week of May 08th, 2023.
- ii. I attended the CAPC Seminar from March 23-25. The classes were very informative, it was great listening to everyone's questions and answers to what is going on at their cemeteries. I look forward to future seminars and receiving more education. I had a lot of feedback from other people,

- that the PCA seminar is another great one to attend. I have attached the flyer showing their next seminar to anyone who interested.
- iii. On March 29, 2023 around 3:20PM there was a family on our grounds with a live musical group for their loved one's birthday. Groundskeepers asked them to stop the music, and after doing so I called the sheriffs. By the time sheriffs arrived family was already gone.
 - iv. I thought in March we did not have a credit card payment since we never received a statement, but on March 28, 2023 I received a call from the county that we did have a credit card bill. For some reason the credit card company switched our address to the county which in return got lost. So, the county just emailed me our statement after doing so I had the board president review and sign to get it paid immediately. The county is also going talked to the credit card company to switch it back to our address. Last month's credit card bill is with the other bills for the board to review.
- c. Compensation Agreement Pursuant to health and safety code Sec 34180(f) presented by Nicole Desmond
Board motioned to approve the compensation agreement with the agreement that the district will be receiving 0.004709. Motioned by Robert, second by Nick, all in favor.
 - d. Upcoming insurance options for new budget presented by Donna from LCK Insurance Agency
Donna from LCK insurance agency presented to the board the projected increase amounts for our next renewal in September. She recommended the district to get rid of short-term disability if we needed to do any cuts for the budget because the state of California already offers that coverage. She believes long term disability may go up 2%-8% depending on cost-of-living raises, since that is based on income. As for health insurance she sees Blue Shield going up by 8%-12%, but has seen that Blue Anthem has not gone up by much maybe 5% max. She will bring us a few options for health insurance before our renewal in September.
 - e. New Kubota
Board would like for grounds manager to get more quotes from other vendors regarding a new Kubota. They would like to have it by next board meeting to prepare for the new budget.
 - f. Sign placement
Board motioned to approve putting the sign up by the solar gate on the north side. The second sign will be figured out at a future date. Motioned by Nick, second by Robert, all in favor.
 - g. Auction options
Board motioned to approve putting the list of the surplus equipment on gov deals. We will place items for bid for 14 days, as is. Before placing the items online, office manager will need a release of liability for the purchaser to sign. Motioned by Robert, second by Scott, all in favor.
 - h. Electrical service for heater/AC
Board motioned to approve Cosmic Comfort for the amount of \$381. Motioned by Robert, second by Scott, all in favor.
 - i. Lisa Woods family bench
Board motioned to approve Lisa Woods family bench. Motioned by Robert, second by Scott, all in favor.
 - j. Tree sub committee
West side landscaping should be contacting office manager with an estimate on how much it'll be for them to evaluate our trees, and give us a list on what our priorities should be.
 - k. Website Transparency
To be more transparent with the public it was in agreement that we will have the yearly budget, audit reports, board packets, and minutes on the website.
 - l. Credit card payments by All Paid
Board approved using All Paid as our credit card company. Motioned by Nick, second by Robert, all in favor.
 - m. Pontem
Board approved adding the new niche to the existing online burial search and map project for the amount of \$700. Which would be added to our final payment. Motioned by Robert, second by Nick, all in favor.
 - n. Receipt books
Board motioned to approve purchasing 40 books from Seegers printing for the amount of \$753 not including tax. Motioned by Robert, second by Nick, all in favor.
 - o. Policies and procedures
 - 1. Return to work policy (a policy for employees returning back to work after injury or illness)

Board motioned to approve and adopt the return-to-work policy. Motioned by Robert, second by Scott, all in favor.

2. Vacation/Sick policy (second reading)

Tabled, no action taken.

p. Approval for money transfer from used contracts to sales tax fund, and payment of 1st Quarter Sales Tax.
Board motioned to approve the transfer amount of \$959.70 from contract sales into sales tax fund. Also, to pay our first quarterly taxes of the amount of \$2,139. Motioned by Robert, second by Nick, all in favor.

q. Transfer Block 37 lot 3&4 from Michael and Cheryl Miller to Cheryl Marie Lopez
Board approved the transfer, motioned by Robert, second by Adam, all in favor.

r. Transfer Block 36 lot 419&420 from James Wathan and Helen Von Gunten to Wendy and James Wathan
Board approved the transfer, motioned by Robert, second by Adam, all in favor.

s. Closing Delinquent Contracts

Board motioned to close the following delinquent contracts after exhausting all options. Motioned by Robert, second by Nick, all in favor. Following contracts have been closed and lots back into inventory;

- o Pedro and Margie Trujillo, Cypress Niche 26 and 27
- o Kimberly Natera, Block 37 lot 24
- o Antonio and Concepcion Martinez, Block 37 lot 10
- o Donna Cressey, Cypress Niche 59
- o Martha and Rodrigo Carrillo, Block 38 lot 658
- o Norma Cordero, Block 37 lot 529
- o Jorge and Juana Linares, Block 32 A lot 20
- o Martha Medina, Block 32 lot 100

7. BOARD COMMENTS

Robert Callahan had the following comments: Would like to know the time frame for the solar project. That the cemetery needs to be enforcing the flower policy, and cleaning every Monday. He does not agree about having flag pole holes on the cement foundations. He would like to see service records on all equipment's, log sheets for fuel, finding a way to lock up the diesel. That the cemetery should look into purchasing new fuel tanks with meters for next budget. Would like to see the receipts for petty cash, would like to know what is in the cemetery's safe, wants proof of a groundskeeper's jury duty letter, wants time frames for all projects.

8. ADJOURN MEETING

Board motioned to adjourn meeting at 5:20pm. Motioned by Robert, second by Nick, all in favor.



Adam Reed
Board President