

BOARD OF TRUSTEES REGULAR MEETING
WINTON CEMETERY DISTRICT

Monday, December 12, 2022, at 2:00 pm

Winton Cemetery District Office

7651 West Almond Avenue

Winton, CA 95388

BOARD MEMBERS

Adam Reed, President

Barbara Heller,

Secretary

Robert Callahan,

Scott Phillips, Vice-President

Cindy Granado Uyematsu,

Trustee

Trustee

ACTION MINUTES

1. CALL TO ORDER

Board president, Adam Reed, called the meeting to order at 2:05PM. Adam Reed, Scott Phillips, Barbara Heller present for the meeting. Robert Callahan and Cindy Granado Uyematsu were not present.

2. PUBLIC COMMENT

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

3. REVIEW AND APPROVAL OF MINUTES

Board approved minutes with some changes to be done on November 21, 2022 minutes in action items letter e for Memorial Day approval. Also, to add the dollar amounts on things that get approved. Motioned by Scott, second by Barbara, all in favor.

4. DISCUSSION ITEMS

a. Financial Report

Board president wants office manager to look into what exactly is FICA. It was also noted that on the county reports they still had the office manager as extra help instead of a permanent employee. Next pay period that should be fixed according to Merced County. Board would also like the office manager to look into how often we get the endowment interest and where the contract sales money can be used for if we were to transfer it out. In the future board would like for us to flag any bills that may be exceeding the amount that it should possibly be.

b. Manager's Report

Melvin reported the following:

Grounds:

- I. I rented a trailer and got both grasshopper mowers back from Baker's supply. The mower has been working well.
- II. I have completed the inventory list with serial numbers and the asset numbers.
- III. We received the fabric for the fence and we are working on installing it.
- IV. I received quotes from a few manufactures for the canopy. Sam Meredith from Atwater high work shop class he wouldn't be able to start the project until the new year.
- V. I have been having the guys work on picking up all the leaves throughout the cemetery.

- VI. I have received some quotes from the well project.
- VII. I've been in contact with Chris from Brisco for the employee parking project. He has been out with flu and that is why they have not started. He said as soon as he gets better, they will get started.

Office reported the following:

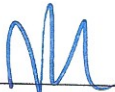
- I. I think we should purpose adding an administration fee to the burial fees. I purpose we charge \$250 per interment. The administration fee will help cover office expenses (postage, paperwork, office equipment), office software (DocuSign, Pontem, Streamline) and annual fees (CAPC, PCA, etc.). When asked what an administration fee is it is for us to turn in the burial permit, file, and complete paperwork for each interment.
- II. The sign guys are working on our quote for the policy sign. Owner that has been working on it has been out due to eye surgery.
- III. Spoke with Merle about our website and emails. He says he would sell the website and emails to us for the total fee of \$1200 to purchase the domain/emails and existing content (he has copyrights on all photos on my websites) and assist with the transfer.
- IV. Maria from streamline says they can't back up files through them but other districts opt for cloud-based solutions, such as Google Drive or Dropbox.
- V. Hightower internet plans: 30 Mbps Download / 10 Mbps Upload = \$90 per month or 50 Mbps Download / 10 Mbps Upload = \$110 per month
- VI. Drilling for the well was postponed to December 12, 2022 due to a specialty part needing a replacement.

- c. Administration fee
Board would like for the office manager to get more information and provide a breakdown of time and expenses. Also, to see what other cemeteries are charging for their administration fee.
- d. DocuSign
Board would like for the office manager to ask our legal representative if we are allowed to ask people to email their driver license or identification.
- e. Policies and Procedures
Board took action.
- f. Special District Association
Board took action.
- g. Streamline website
Board discussed and would like for Merle to come out to our next board meeting before making a decision.
- h. Old well project
Board discussed and would like to add this to next board meeting.
- i. Abandon well project
Board discussed and would like to add this to next board meeting. They will also like for the grounds manager to get additional quotes, and for the quotes we have to get more clarification on what is included.

- j. Equipment action
Board discussed and wants to move this to next board meeting.
- k. New Canopy
Board discussed and would like for this to be on next board meeting with additional quotes.

5. ACTION ITEMS

- a. Bill Approvals
Board approved for December 12, 2022 bills to be paid. It should be noted that the credit card bills were included. Motioned by Scott, second by Barbara, all in favor.
 - b. Terry Lapalmer Refund
Board approved the refund amount of \$1,218. Motioned by Barbara, second by Scott, all in favor.
 - c. Administration fee
Tabled, no action taken.
 - d. DocuSign
Tabled, no action taken.
 - e. Policies and Procedures
Policy for rules and regulation got approved. Motioned by Scott, second by Adam, opposed by Barbara.
 - f. Special District Association
Board approved to go forward with the six-month free trial, and the office manager to report back in three months with an update on being a member.
 - g. Streamline website
Tabled, no action taken.
 - h. Old well project
Tabled, no action taken.
 - i. Abandon well project
Tabled, no action taken.
 - j. Equipment auction
Tabled, no action taken.
 - k. Budget increase for 83700 (Equipment Purchases)
Board approved the increase in the budget for (83700) to cover the cost of \$4,369.26 for a grapppler purchased from Garton Tractor. The money came out of the general fund (96923) and into equipment purchases (83700).
6. Report Out of Closed Session
No closed session.
7. Adjourn Meeting
Meeting was adjourned at 3:19pm. Motioned by Scott, second by Barbara, all in favor.



Adam Reed
Board President