

# BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, August 16, 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

## Action Minutes

### 1. CALL TO ORDER

Board meeting was called to order at 3:00pm. All members were in attendance (Adam Reed, Scott Phillips, Nick Tacheira, Elizabeth Barron, and Robert Callahan via phone).

### 2. PUBLIC COMMENT

Public comment was opened with no members of the public present. One correspondence received: Michelle Urive called Monday to inform us that she had called the Sheriff's office around 7:00pm. That there was a bunch of cars parked outside of the cemetery, and a bunch of canopies all around the cemetery. She is inviting all board members to attend a meeting she sits on called MAC meeting, it is held at Winton Hall every third Tuesday of the month at 7:00pm. Lloyd Pereira, sheriff's office, Winton water, and the fire department all attend these meetings as well. She said we can add an agenda item if we would like to. To contact the secretary, Carolyn.

### 3. REVIEW AND APPROVAL OF MINUTES

- a. Board approved minutes for July 10, 2023 with changes to item c. Motioned by Scott, second by Elizabeth, all in favor.

### 4. REVIEW AND APPROVE FINANCIALS

- a. Budget report, operating expenses, monthly bills, and burial report.  
Board approved monthly bills. Motioned by Scott, second by Nick, all in favor.
- b. Investments AmeriPrise  
Board motioned to approve our investment trades. Motioned by Robert, second by Nick, all in favor.

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

- a. Sell back of Block Cypress Garden Lot 38-Cathy Hanslodan  
Board motioned to approve sell back of Cypress Garden lot 38. Motioned by Scott, second by Nick, all in favor.
- b. Solar project update  
Solar project should start in about 3-4 weeks.
- c. Security pricing  
Board motioned to approve 56 hours of security coverage via a trailer hour would be from 6:00pm-2:00am. So long as there is no cost to the district if something were to happen to their trailer. Motioned by Adam, second by Scott, all in favor, opposed by Robert.
- d. Compensation schedule  
Board reviewed the compensation schedule with the 4% cola raise that was approved July 10, 2023 meeting.
- e. Policies and procedures  
Board approved items 1,2, and 3 (a and b). Motioned by Robert, second by Nick, all in favor.
  1. Marker policy (second reading)
  2. Procurement policy (second reading)
  3. Employee handbook policy
    - a. Retirement plan (second reading)
    - b. Vacation and sick time accrual (second reading)

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager's Report

Grounds:

- Water lines have continued to break. We have been fixing them ourselves.
- The cement slab has been poured. On August 7th the fuel tanks were delivered and installed.
- There was a big water line break during the weekend of July 15, 2023, and that same weekend someone broke the arm off the gate. I ordered the part and repaired the gate. Everything has been repaired.
- Winton historical society is disbanding. They would like to donate a granite bench, and also will be donating towards engraving the new niche for the veterans.

Board approved to put the abandoned well back online. Motioned by Adam, second by Scott, all in favor.

Board approved for grounds manager to purchase a new actuator for the solar gate. Motioned by Robert, second by Scott, all in favor.

Office reported the following:

- I had two complaints that there was a family here on Sunday July 30th, 2023 having a party at their loved one's gravesite. The complaint was mainly that there were a lot of children running around ruining other gravesites flowers. Also, they completely blocked the entrance so other people were not able to leave the cemetery during that time.
- A local vendor was here for a funeral and he mentioned that a lot of his family members mentioned how beautiful our cemetery is.
- I have turned in our letter of intent to GSRMA to let them know we will be participating with the Risk Management Accreditation program (RMAP) for the new fiscal year.
- I have started the abandoned lot project. I have sent a big portion of letters out, also was able to get in contact with a lot of the owners of some lots, and continue to work on getting addresses to send additional letters to the owners of these lots. I also found more graves that have not been used since before 1969 that were not on the original report.
- Auction Update: Well house was sold for \$7 and the spray rig for \$161, both items have been picked up. The fax machine and type writer did not sell, I would like to e-waste them at this point to free up space.

b. Grasshopper mower repair

Board approved for Cal Farms to fix the grasshopper mower for \$1,836.28. Motioned by Robert, second by Scott, all in favor.

c. Well pump

Board would like for grounds manager to get 2 or 3 quotes for the well pump.

d. Tree Arborist

Board would like for grounds manager to get clarification for the quote if it includes removing all the roots surrounding the tree not just where the tree is removed. Also, would like him to get quotes from Birdmen and Anderson for them to come give us an inventory of our trees, and a to do list regarding which trees need to be removed.

e. Engraving quote

Board motioned to go with Gateway Memorial to do the engraving for two columns that will have the five military branches and an American flag. The two columns will match, and the flag will go on top. Motioned by Robert, second by Nick, all in favor.

f. Office window blinds and decorations

Board approved for office manager to get new blinds for the whole office, as well as a \$500 budget to revamp the office with new decorations. Motioned by Scott, second by Elizabeth, all in favor.

g. Printer pricing

Board motioned to approve the purchase of the Epson 1500 printer for the front office. Motioned by Nick, second by Robert, all in favor.

h. Policies and procedures

1. Release of records policy (amendment to adopt, first reading)

Board motioned to approve the first reading of the release of records policy with no changes. Motioned by Nick, second by Scott, all in favor.

7. CLOSED SESSION:

Board went into closed session at 5:20pm.

8. REPORT OUT OF CLOSED SESSION

Board returned into session at 5:26pm. Board discussed doing manager's evaluations at the next board meeting. As well as adding Scott Phillips to the agenda next meeting to go over what he learned at the PCA seminar. No action taken.

9. BOARD COMMENTS

All board members had no comments.

10. ADJOURN MEETING

Board motioned to adjourn meeting at 5:27pm. Motioned by Scott, second by Elizabeth, all in favor.



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Adam Reed  
Board President