

**BOARD OF TRUSTEES REGULAR MEETING**

WINTON CEMETERY DISTRICT

**Wednesday, September 13, 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**

**APPROVAL OF AGENDA AS POSTED OR AMENDED**

Board motioned to add a subsequent need item to the consent calendar for a transfer from pre-need to at-need to reflect the refunds given, as well as remove item c to the consent calendar, and move item a to old business. Motioned by Robert, second by Elizabeth, all in favor.

1. **CALL TO ORDER**

Board called meeting to order at 3:03pm. All members of the board present (Adam Reed, Scott Phillips, Elizabeth Barron, Robert Callahan, and Nicholas Tacheira via phone then in person).

2. **PUBLIC COMMENT**

Public comment was opened at 3:10pm with two members of the public present. The two members of the public has stated the following: Antonio and Barbara Gouveia want to speak out about an issue that has been happening, he states that for the past thirty years he's been coming to replace the flowers at his son's gravesite. He states that recently he came out to visit and noticed his brand-new flowers that were in the vases were removed. He also stated that all the graves by his son's also had been removed. Barbara and him do not understand why their flowers would be removed if they were brand new fall flowers. That it really hurts that it keeps happening, and just want some answers. They don't understand why they would be just discarded and not given notice.

3. **CONSENT CALENDAR**

The consent calendar has been approved with amendments to item a being moved to old business as item c, and item c removed altogether. The transfer of \$1,595.10, the sell back for Melvin Hodges Block 38 lot 418 and 417, and the compensation schedule has been approved. Motioned by Robert, second by Scott, all in favor.

4. **REVIEW AND APPROVE FINANCIALS**

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

Board would like grounds manager to get quotes for a new camera system and to bring it back next month board meeting. As well as quotes for someone to install them. Grounds manager will need to follow the procurement policy if quotes are over \$1,000, he will need to set up a date to explain everything and let them know they will need to bring sealed bids. They would also like the office manager to switch Hoffman from annually to monthly, as well as looking into a possible administration fee for sell backs. Board motioned to approve the bills, motioned by Robert, second by Scott, all in favor.

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

a. Policies and procedures

1. **Flower policy**

During public comment it was discussed on making some changes to the flower policy. The changes will involve allowing some decorations in the designated cups or vases that would not exceed 18 inches from the cement slab. As well as making it very clear no breakable items will be allowed, nothing that absorbs water, nothing battery operated, etc. Board would like office manager to bring it back next month.

- b. Well Pump  
Board would like for grounds manager to get more clarification on the quotes, get more quotes and make sure they are itemized, as well as getting quotes on what exactly is wrong with the well. Tabled, no action taken.
  - c. Regular meeting minutes August 16, 2023  
Board discussed the minutes, and approved it with no changes. Motioned by Robert, second by Scott, all in favor.
6. NEW BUSINESS (DISCUSSION/ACTION)
- a. Manager's Report  
Grounds:
    - 1. I went to the Winton Historical society meeting to represent the cemetery to request the donation money for the bench and inscriptions of the veteran niche. They said they will do a final vote at their next meeting.
    - 2. I had independent irrigation come out to fix an eight-inch main line. Now the tank and everything is hooked up. Since then, we haven't had any major breaks.
    - 3. The guys and I have been doing a lot of weed eating.
    - 4. Cal Farm has ordered all of the materials; they are just waiting on Babcock to get their order in for the grasshopper mower.
    - 5. I spoke to Richard Maher on 9/6/2023 he told me that he has just ordered all of the materials, and he going to email us a detailed update.

Office:

    - 1. Mendoza family will be receiving a refund of \$750.10. Originally, they did a contract for one cremation burial and one casket burial. The second person to use the contract was cremated instead of a casket burial. Family requested a refund, so we will be refunding them a casket vault and full burial open and closing.
    - 2. I have finished gathering everything for the audit, and should have it turned in by the week of September 11th.
    - 3. Two employees received the wrong pay raise last year. One was shorted .57 cents the hour and the other .4 cents the hour. I was able to go back and compensate the employees on what they were missing during those pay periods.
    - 4. The trailer for security should be installed by September 8th, 2023.
    - 5. I've had a few families come to the office as well as call the office extremely upset that their decorations have been removed.
  - b. Scott Phillips - PCA report  
Scott discussed green burials as well as the health and safety code.
  - c. Tree committee report  
Robert reported that Birdman landscaping came out to see if he can give the district a quote on getting us a tree inventory and which trees they believed need to be removed. Birdman also mentioned that he very busy, but that he can work something out with the district for him to come work a day here and there. He should be able to remove about 2-3 trees for about \$1,200-\$1,500 a day. Board would like grounds manager to get more quotes and bring it back next meeting.
    - 1. Oleanders along the shop fence  
Grounds manager will trim the oleanders, and eucalyptus tree by where the solar project is.
  - d. Aramark contract  
Board approved to sign the one-year contract for Aramark at the rate of \$82.22 a month. Motioned by Nick, second by Robert, all in favor.
  - e. Vehicle access on new roadway  
Board would like grounds manager to monitor for the next month about people driving over there. Report back next month with an update.

- f. Fuel pricing  
The board would like for the grounds manager to get a dip stick for the fuel tanks. The dip stick will help keep accountability if the fuel gage ever goes out, and to double check that everything is correct. Whenever it is time to fill up the tanks, they would like for grounds manager to shop around before filling it up.
- g. Policies and procedures
  - 1. Marker Policy (Amended, first reading)  
Board motioned to approve first reading. Motioned by Nick, second by Liz, all in favor.
- h. CLOSED SESSION:  
Board went into closed session at 4:45pm.
- i. REPORT OUT OF CLOSED SESSION  
Board reported out of closed session at 5:20pm. During closed session board did the office manager's, Christie, yearly evaluation. They will give the office manager her evaluation paperwork next board meeting.
- j. BOARD COMMENTS  
Scott: No comment. Nick: No comment. Liz: No comment.  
Robert: Would like office manager to make sure all the bills remove Alecia's names from bills. Also mentioned he will not be able to attend October's meeting.  
Adam: Requested we move the board meeting to Wednesday October 18, 2023 at 3pm, and wanting to move that board meeting to Wednesday's instead of Monday's for at least the rest of the year. It was also discussed that we will have a special meeting on September 20, 2023 at 4pm for the grounds manager evaluation.
- k. ADJOURN MEETING  
Board motioned to adjourn meeting at 5:28pm. Motioned by Scott, second by Robert, all in favor.

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Adam Reed  
Board President