

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Monday, March 13, 2023, at 3:00 pm

Winton Cemetery District Office

7651 West Almond Avenue

Winton, CA 95388

BOARD MEMBERS

Adam Reed, President

Scott Phillips,  
Vice- President

Nicholas Tacheira,  
Trustee

Robert Callahan,  
Trustee

ACTION MINUTES

1. CALL TO ORDER

Board President called the meeting to order at 3:05pm. All members were in attendance (Adam Reed, Scott Phillips, Robert Callahan, and Nicholas Tacheira)

2. PUBLIC COMMENT

Public comment was opened with no correspondence received.

3. REVIEW AND APPROVAL OF MINUTES

Regular meeting February 14, 2023 minutes have been approved with some changes. Motioned by Scott, second by Robert, abstained by Nick.

4. AGENDA ITEMS

a. Financial Report and Bill Approval

Board approved the bills. It was noted that we are paying the second half of the City Signs. Motioned by Robert, second by Nick, all in favor.

b. Manager's Report

Grounds:

- i. Brisco completed the majority of the project, all that is left to do is put the asphalt on the edge. He also may fix the asphalt where the shut off valve will be, which will be in a quote.
- ii. San Luis Pump is waiting for Merced County to issue the permit to complete the project.
- iii. Arms Air condition came out to go over options. This is the quote they gave to fix the heaters electrical issues. Since it's such an old breaker they could not find the parts to fix it. So, the only option is to replace the breaker and rewire it.
- iv. I also had Koehn electric come out to check out the heater, and he said the box needs to be replaced and the breakers need to be replaced with a bigger one.
- v. Dickey's started the new well. They have already put a new electrical panel and the vfd. Project should be completed within a month.

Office reported the following:

- vi. I was informed that the IRS and Social Security office are considering the \$100 the board receives as taxable. So, sometime in the near future taxes will be deducted from the \$100, and you will be receiving a W2 at the end of the year. At this time Merced County is working out all the logistics, and will email with the next steps in the near future. More than likely, we will have to add board members to our payroll to make this whole transition easier for us and the county. Merced county ask for us to

think about if the board is ok getting paid quarterly or even annually like some districts do. In do so it will help make the payroll process easier.

- vii. The website is completed, now we are just waiting for the domain name to transfer which should be completed by March 16th. So, sometime in March are new website should be live!
- viii. The signs have been ordered, and should be ready in a few weeks.
- c. Speed bumps  
Board approved to move forward with Hart Paving & Grading, INC to do 9 speed bumps and 3 speed bumps on the new roadway for the total amount of \$4,212 not including tax. They also approved for Hart's to fill in the patch where the old well use to be so long as the amount doesn't exceed \$1,000. Motioned by Scott, second by Robert, all in favor.
- d. Valve for old well project  
Board approved to move forward with Independence Irrigation, but the quote needs to be revised to clarify that the valve will be in line. Also quote can't exceed the amount of \$400. Motion by Robert, second by Scott, all in favor.
- e. Heater electrical  
Board would like for grounds manager to get more quotes from electricians. Tabled, no action taken.
- f. Auction items  
Board would like for us to get some amounts on how much the mower and Kubota would go for in an auction. Tabled, no action taken.
- g. Policies and procedures
  1. Illness and Injury Policy Program  
Board approved the revised policy with some updates, and adding the driver safety part. Motioned by Robert, second by Nick, all in favor.
  2. Back to work policy  
Tabled, no action taken.
  3. Vacation/Sick Time  
Board motioned to approve revising sick time accrual from 3.69 per paid period to 3.08 per paid. 80 hours a year, with a cap of 80 hours. Motioned by Scott, second by Adam, opposed by Robert.
- h. Transfer for Pansy Jensen to Phillip Jensen for Block 29A Lot 7 and 8  
Board approved the transfer. Motioned by Robert, second by Nick, all in favor.
- i. Increasing structures and improvement budget and transfer from expansion  
Board approved the transfer of \$137,500 from our expansion fund to our structure and improvements fund, and to increase structure and improvements budget by \$137,500. This transfer and increase are to cover the solar project. Motioned by Robert, second by Scott, all in favor.
- j. Pontem Mapping  
Board approved to move forward with the project, and paying the fees associated with that. The first installment is \$14,300, and the final amount due is \$7,100. Motioned by Scott, second by Nick, all in favor.
- k. Computer backups and antivirus  
Board approved to move forward with Action computers for backs ups and an antivirus for all three computers for an estimated amount of \$589.99. Motioned by Scott, second by Nick, all in favor.
- l. Credit cards as a form of payment  
Board approved to accept credit cards as a form of payment. Motion by Robert, second by Scott, all in favor.
- m. Lisa Woods family bench  
Tabled, no action taken.
- n. Board members  
Board elected Robert Callahan to be the secretary. Motion by Scott, second by Adam, all in favor.

5. BOARD COMMENTS

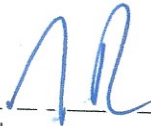
Scott Phillips mentioned how a few people have told him how nice the cemetery has been looking. Board members will also be scheduling a meeting with Mel individually to look at the auction items. Robert Callahan mentioned that he would like for the officer manager to gather some information on what other districts charge for their burial fees.

6. Report Out of Closed Session

No closed session.

7. 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