

BOARD OF TRUSTEES REGULAR MEETING
WINTON CEMETERY DISTRICT
Wednesday, October 19th, 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,
Trustee

Scott Phillips, Vice-President

Cindy Granado Uyematsu,
Trustee

Action Minutes

1. CALL TO ORDER

Board president, Adam Reed, called board meeting to order at 2:00pm. All board members were present (Adam Reed, Scott Phillips, Barbara Heller, Cindy Granado Uyematsu, and Robert Callahan).

Subsequent need item to be added to today's agenda to give board president, Adam Reed, approval to execute the access agreement once it has been finalized. Motioned by Cindy, second by Scott, all in favor.

2. PUBLIC COMMENT

Public comment was opened with one member of the public present. Linda Martinez has stated: "To whom it may concern, I am bringing this incident to whom ever has the ability to change the situation in which occurred on September 21, 2022 at around 5:30-6pm. I went to the Winton Cemetery to visit my late husband, Leslie Martinez. Upon arriving there were several large speakers on and around my husband's site. It was a band setting up to play music to celebrate a deceased loved one who I might mention passed 3 years ago. Furthermore, not to mention alcohol beverage were included in this gathering. After a lengthy heated conversation asking them to move the equipment off, and away from my husband's site. It was done only to have more speakers two-three feet away. There I was trying to visit my husband with a large speaker in my ear. Furthermore, there were children running around to different headstones yelling and screaming and taking things off of them. Also playing football and hitting headstones in which I find very disrespectful. I'm bringing this to whomever attention because this is not the first time I've witness this type of occurrence, I've witness full on BBQ's with barbequers, tables, ect. As if it were a public park. This is a cemetery where one should be able to go and visit a loved one in peace and not feel as if you're in a public park or having to guard and protect your loved one site from being vandalized or disrupted. This is where you lay them to rest for eternal. This could have ended in a bad way, altercation are not my fortay so this is why I'm asking for your prompt attention in this matter. Thank you for your time and attention in regards to this. If you should have concerns or questions, please feel free to call me (209) xxx-xxxx."

3. REVIEW AND APPROVAL OF MINUTES

Board approved minutes for September 12, 2022 and special meeting of September 19, 2022.

4. DISCUSSION ITEMS

a. Financial report

Board liked the new spreadsheets for the financial reports. It was also noted that Cindy Granado Uyematsu AC320 was more than others due to being reimbursed for attending the CAPC seminar.

b. Managers' report

Melvin reported the following:

Grounds:

- i. AG Solar came out and put a new battery into the solar gate. The battery should be good for the next two years.
- ii. *On October 3, 2022 Clint and I received "ethics in public service" training and certificate.*
- iii. *We received the new Kubota mower and it is working really well especially with the new mulch kit.*

- iv. We received the new chemical/gas cabinet, and it's has been working well putting our gas cans.
- v. I received the new tiles and placed them in the office.
- vi. Safety cones are placed in the new Niche project.
- vii. I've been working on getting quotes for the old well to get back online and to remove the old well.
- viii. I've been also working on getting quotes for the solar project.
- ix. The light pole in the compound has been fixed.
- x. Grappler bucket is working well.

Office reported the following:

- i. When doing my new spreadsheets, I saw a few bills that I wanted to move their codes to. I moved Hoffman security from grounds to utilities.
 - ii. On September 22, 2022 we received a few complaints regarding a band playing that happened in block 38 for someone's birthday on September 21, 2022. Fellow visitors contacted the sheriff's office a few times regarding this incident.
 - iii. On October 5, 2022 I received "ethics in public service" training and certificate.
 - iv. I was able to receive a few quotes to see how we can get the front office computer and the back-office computer connected more efficiently and also have some sort of hardware to back up our files.
 - v. Kati and I are still doing research on what office equipment would be beneficial for the office to upgrade to for long term uses and modernizing the office.
 - vi. We have received our credit card; it is activated and ready for use.
 - vii. New golf cart arrived, and working great. We are also on track to get our reimbursement from San Joaquin Valley Air District.
- c. Policies and Procedures
Board discussed the new marker and graveside policy, and decided to take action. Board will also like for the office manager, Christie, to work on a policy for visiting the cemetery after hours.
 - d. Endowment Care
The board would like the office manager to do more research on this topic.
 - e. Laptop for grounds manager and Microsoft applications
Board discussed and decided to take action.
 - f. Bid for driveway
Board discussed and took action.
 - g. Fencing quote
Board discussed and took action.
 - h. Compactor quotes
Board discussed and took action.
 - i. Gravesite canopies and signs
Board would like for Mel, the grounds manager, to gather quotes for a new canopy. They will also like for the office manager, Christie, to look into getting new signs and making them look more uniformed and more presentable.

5. ACTION ITEMS

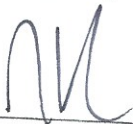
- a. Bill Approvals
Board approved bills for the month. motioned by Robert, second by Barbara, all in favor.
- b. Approval for money transfer from used contracts to sales tax fund, and payment of 3rd Quarter Sales Tax
No action taken.
- c. Policies and Procedures
Board approved the new marker policy and gravesite services policy. Motioned by Robert, second by Cindy, all in favor.
- d. Endowment Care
No action was taken.
- e. Laptop for grounds manager and Microsoft applications
Board approved a budget of \$750 for a new laptop and Microsoft applications. Motioned by Cindy, second by Robert, all in favor.
- f. Bid for driveway
Board approved to move forward on getting bids for the new driveway. Grounds manager, Mel, and board president, Adam Reed, will work together on making arrangements for the bids. Motioned Barbara, second by Cindy, all in favor.
- g. Fencing quote
Board approved a budget of \$2,200 to get meshing to go around the whole shop compound. Motioned by Scott, second by Cindy, all in favor.
- h. Compactor quote
Board approved a budget of \$2,500 for a compactor and straps. We will be going with United rentals for the new compactor. Motioned by Robert, second by Cindy, all in favor.
- i. Pontem Mapping
Tabled, no action taken.
- j. Adoption of grounds manager description
Board approved on adopting the new grounds manager description. Motioned by Robert, second by Cindy, all in favor.
- k. Yang refund
Board approved the refund of burial fees. Motioned by Barbara, second by Scott, all in favor.

6. REPORT OUT OF CLOSED SESSION

Board reported out of closed session at 5:00pm. During closed session board took action. Board decided with a unanimous vote to end Christie Watkins Koehn probational position and promote her to a permanent position with benefits and salary being retroactive to her 90-day completion.

7. ADJOURN MEETING

Board adjourned meeting at 5:05pm. Motioned by Cindy, second by Scott, all in favor.



Adam Reed
Board President