

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Monday, January 09, 2023, at 1:00 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

Meeting was called to order by Board President, Adam, at 1:03pm. Four out of the five board members were present, Adam Reed, Scott Phillips, Cindy Granado Uyematsu, and Robert Callahan who arrived at 1:06pm. Barbara Heller was not present.

2. PUBLIC COMMENT

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

3. REVIEW AND APPROVAL OF MINUTES

Regular meeting minutes for December 12, 2022 was approved by the board. Motioned by Scott, seconded by Adam, all in favor.

4. DISCUSSION ITEMS

a. Solar project

Richard from Maher Solar started off the presentations, followed by Luis from Extreme Solar, and then by Darren from APG Solar. They all did their presentations at their respected times. Each company took about twenty minutes for their presentations with very detailed explanations on what their companies have to offer. Mainly all three companies suggest we make a decision on the solar project sooner than later due to laws changing by April 15, 2023.

b. Financial Report

Board would like for the grounds manager, Mel, to look into other companies for fuel.

c. Manager's Report

Board would like for Mel to start working on getting the graves he mapped out surveyed. Board also suggests we change the fencing fabric to face inwards instead of outwards. Board approved for the office to move forward with Shine cleaning service.

Grounds reported the following:

I. Office heater keeps blowing cold air for a few days on and off. I tried all that I can and was not able to fix the problem. I called American comfort who charges \$300 for a diagnosis, Kyhn's air and heat who charges \$125, and Arm air conditioning who charges \$79. I decided to go with Arm's and they came out December 16 to do the diagnosis.

II. I mapped out Block 32, 33VET, and 38. In block 32 I added 67 full graves and 27 cremation graves. Block 38 I added 47 full graves. Block 33VET I added 35 full graves. So, a total of 149 full graves and 27 cremation graves.

- III. The fabric for the fencing around the shop has been completely installed.
- IV. Brisco has started the project on December 28, 2022. So far, I've only seen them once out here.
- V. Due to the bad weather and rain, we have been filling in sink holes and graves consistently.
- VI. I completed my inventory list with pictures and asset numbers.
- VII. Update on the old well project and abandon well project. I got two quotes from Dickies and San Luis Pump. Now just waiting for Foster's to give me theirs and I should have the three quotes by the special meeting.

Office reported the following:

- I. Roberta Hightower resigned from her position early December. During that time, I was able to get a few quotes and met a few licensed local housekeepers. After meeting and getting quotes I found someone who would be a good fit for cleaning the office and can start this week. She has her business license for cleaning, and her rate is the same as Roberta's. The following below are the people I met with and their quotes:
 - Suzy Barajas cleaning service, twice a month for \$80 each cleaning.
 - Shine commercial cleaning, twice a month for \$100 each cleaning.
 - Norma's cleaning engineering, twice a month for \$120 each cleaning, initial cleaning being \$200.
 - Valley deep cleaning, twice a month for \$185 each cleaning.After reviewing their reviews, meeting them, and their rates. I believe Rachel from shine commercial cleaning is the best fit for the office needs.
- II. Lorri from Berger's & Company is schedule to come January 23, 2023 at 3:00PM. Audit has been completed and she will go over it that day. Final payment to them is \$1,958.
- III. I've been working on the application for GSRMA, and a few things they may ask for is that the board is up to date with the Harassment training AB1825 or SB1343, ethics training, and board member continuing education training of at least one hour. Application states "All board members attend at least one hour of continuing education training beyond mandated requirements" (which are the harassment and ethics training.) When speaking to GSRMA it sounds like that 1-hour training is at our discretion. So, attending seminars, or anything you may due in your personal life or career may count as continuing your education. I just need something in paper to have on file in case they ask for that documentation after I turn in our application.
- IV. KMI Update: we are still waiting on some material to arrive which we expect by the end of this month. Tentatively we have this installation scheduled for the week of Feb 6, 2023 however I will keep you updated if those changes.

- d. Equipment auction
Board would like for office manager, Christie, to come up with a template to advertise the equipment auction.
- e. New Canopy
Board discussed and would like this to be on the next meeting's agenda.
- f. Signs
Board discussed and would like for office manager, Christie, to get a new quote with an aluminum sign from the sign guys.
- g. Streamline website
Board discussed and would like for the office manager to wait on this until we figure out logistics.
- h. Current cemetery website
Board discussed and made a motion.
- i. Hightower internet plan
Board discussed and made a motion.
- j. Approval for money transfer from used contracts to sales tax fund, and payment of 4th Quarter Sales Tax.
Board discussed and made a motion.
- k. Transfer from general fund to equipment purchases
Board discussed and made a motion
- l. Vacation payout for Melvin Loewen and Clinton Teixeira
Board discussed and made a motion
- m. Vacation Accrual Policy
Board discussed and made a motion
- n. Board meeting date for February
Board discussed and made a motion

5. ACTION ITEMS

- a. Solar project
Tabled, no action taken.
- b. Bill approval
Board approved bills to be paid. Motioned by Cindy, second by Scott, all in favor.
- c. DocuSign and DocuSign policy
Board approved to have DocuSign as a form of signing paperwork, and also approved the policy regarding signing paperwork at the cemetery. Motioned by Robert, second by Scott, all in favor.
- d. Equipment auction
Tabled, no action taken.
- e. New Canopy
Tabled, no action taken.
- f. Signs
Tabled, no action taken.
- g. Streamline website
Tabled, no action taken.
- h. Current cemetery website
Board would like for office manager, Christie, to work on a certificated letter to send to Ascendant Digital regarding our domain name. Motioned by Robert, second by Cindy, all in favor.
- i. Hightower internet plan
Board motioned to approved changing our internet plan to 30 mbps download for ninety dollars a month. Motioned by Cindy, second by Scott, all in favor.
- j. Approval for money transfer from used contracts to sales tax fund, and payment of 4th Quarter Sales Tax.
Board approved to pay our fourth quarter taxes in the amount of \$1,234 and the transfer from contract sales to sale tax fund for the same amount. Motioned by Robert, second by Scott, all in favor.

- k. Transfer from general fund to equipment purchases
Board approved to transfer \$20,000 from our general fund to equipment purchases. The \$20,000 is from our reimbursement from San Joaquin Valley air district for the electric vehicle we purchased from Zeronox. Motioned by Scott, second by Cindy, all in favor.
 - l. Vacation payout for Melvin Loewen and Clinton Teixeira
Board approved to payout Melvin Loewen \$2,511.20 and Clinton Teixeira \$2,143.20 for their vacation. Motioned by Scott, second by Cindy, all in favor.
 - m. Vacation Accrual Policy
Board would like for office manager, Christie, to work on a vacation policy about vacation accruals that the cemetery will adopt. Office manager will be getting guidance on this from our HR attorney Patricia Evers. Motioned by Robert, second by Cindy, all in favor.
 - n. Board meeting date for February
Board moved meeting from February 13, 2023 to February 14, 2023 due to the regular board meeting following on a federal holiday.
6. Board comments
It was noted that office manager, Christie, will get paid overtime on March 25, 2023 due to working beyond the 40 hours regular schedule for attending the CAPC annual seminar.
7. Report Out of Closed Session
No closed session.
8. Adjourn Meeting
Board motioned to adjourn meeting at 4:38pm. Motioned by Robert, second by Scott, all in favor.



Adam Reed
Board President