

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, April 10, 2024, 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

Board approved the agenda as posted. Motioned by Scott, second by Nick, all in favor.

1. **CALL TO ORDER**

Board meeting was called to order at 3:08pm. All board members were present (Adam Reed, Scott Phillips, Elizabeth Barron, Nick Tacheira, and Robert Callahan via phone).

2. **PUBLIC COMMENT**

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

3. **CONSENT CALENDAR**

Consent calendar was approved. Motioned by Nick, second by Elizabeth, all in favor.

- a. Regular meeting minutes March 13, 2024 and Special meeting minutes March 20, 2024.
- b. Kent Wilcox sell back of Block 30 lot 474
- c. Melvin Hodges sell back of Block 38 lot 419
- d. Approval of 1st quarter taxes and payment
- e. Contract sales transfer to general fund
- f. Bereavement leave (resolution to adopt, second reading)
- g. Veteran policy (resolution to adopt, second reading)
- h. Schedule of fees and cost policy (resolution to adopt, second reading)
- i. Disinterment policy (resolution to adopt, second reading)
- j. Nonresident policy (resolution to adopt, second reading)
- k. Marker Policy (resolution to adopt, second reading)

4. **REVIEW AND APPROVE FINANCIALS**

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

Board approved the monthly bills with the exception of Brisco. Motioned by Scott, second by Elizabeth, all in favor. Board then motioned to approve Brisco, motioned by Scott, second by Nick, all in favor with Adam abstaining.

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

- a. **Well pump cover committee report**

Adam working on the finalizations of the cover, will meet with Elizabeth and Mel once completed.

- b. **Tree committee report**

Bergeman mentioned there is a dead cedar tree close to block 9. He also started trimming the trees by the office, and is now working on the Cypress trees making them an even height. Board mentioned that we will not be removing the dead tree at this time.

- c. **Chapel project committee report**

Mel is still working on getting more bids. Will bring back next meeting.

- d. **Office assistant**

Board approved to add three steps for part time help. Step one is \$16, step 2 \$17, and step 3 \$18. Office manager can decide what step office assistant part time help with start on based on experience. Motioned by Scott, second by Nick, all in favor, opposed by Robert.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager report

Board reviewed the managers' report. It was noted we are refunding Christina Mora \$1,678.22 due to turning the full burial to a cremation burial.

b. Cal Turf vehicles

Board approved to purchase a Journeyman 2+2 for \$17,320, Journeymen 2x for \$16,820, Journeymen 2xL for \$18,380, and two 82V Commercial Work Utility vehicles for \$17,999.99 each. None of these prices includes taxes. We will be purchasing all five vehicles so long as we get fully reimburse (besides taxes) by the air board. Motioned by Nick, second by Scott, all in favor.

c. Resolution Electric Vehicle Program

Board motioned to approve to have the office manager, Christie, be the authorized individual and point of contact for doing the grant for these five electric vehicles. Motioned by Nick, second by Liz, all in favor.

d. Budget increase for 21810 (Professional & special services)

Board motioned to approve increasing 21810 by \$3,000 and decreasing 21300 by \$3,000. Motioned by Scott, second by Elizabeth, all in favor.

e. Transfers for the budget increase

This item was approved with item d.

7. CLOSED SESSION:

No closed session.

8. REPORT OUT OF CLOSED SESSION

No closed session.

9. BOARD COMMENTS

Nick: Really liked how the QR Signs looked throughout the cemetery.

Elizabeth: Agreed that the QR signs looked good.

Scott: Mentioned the grounds look good. He also enjoyed working with the office manager interviewing the office assistant candidates.

Robert: Mentioned he was able to raise \$200 for the young man who did the QR codes for the cemetery. Also was wondering if the solar has been applied to the pg&e bill yet.

Adam: Would like the grounds manager to apply for a grant for a back ho. He said he will help the grounds manager if needed. Also was wondering if the office manager has started looking for a new auditor.

10. ADJOURN MEETING

Board motioned to adjourn the meeting at 4:37pm. Motioned by Scott, second by Elizabeth, all in favor.

Adam Reed
Board President