BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT
Wednesday, June 10, 2026 at 3:00pm
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 | Cathie Lancaster, Trustee

ACTION MINUTES

1. **CALL TO ORDER**
   The board meeting was called to order at 3:07pm. Adam Reed, Scott Phillips, and Nicholas Tacheira were present. Cathie Lancaster and Robert Callahan were not present.
2. **APPROVAL OF AGENDA AS POSTED OR AMENDED**
   The agenda was approved as amended, adding budget transfer FY 2025-2026 to item g. Motioned by Scott, seconded by Nick, all in favor.
3. **PUBLIC COMMENT**
   Public comment was opened; no members of the public were present and no correspondence was received.
4. **CONSENT CALENDAR**
   NOTICE TO THE PUBLIC: Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If discussion is requested on any item, that item will be removed from the Consent Calendar for separate action.
   a. Regular meeting minutes for May 14, 2026
   b. Pre-need to At-need transfer

   The consent calendar was approved, motioned by Scott, second by Nick, all in favor.
5. **REVIEW AND APPROVE FINANCIALS**
   a. Budget report, operating expenses, monthly bills, and burial report.
   The office manager added Brisco's bill of $100,870 to the bills. The board motioned to approve the bills including Brisco, motioned by Nick, seconded by Scott, all in favor.
6. **OLD BUSINESS (DISCUSSION/ACTION)**
   a. Tree committee report
   Grounds manager mentioned needing to remove one more tree in block 35 that is intruding on existing burial and is near a future burial. Robert Callahan joined the meeting at 3:20pm. The board noticed that there was a memorial tree planted in a mow path and wanted it moved out of the mow path. It was understood that the previous board approved the tree to be near the existing memorial bench, but since it is a new tree, the District should move it so it does not impede mowing. The board would also like to have a tree policy; the office manager will work on one. The grounds manager also mentioned that block 29 has a tree

that needs to be cleaned and will use the rest of the tree budget to top off the Italian Cypress trees. The board would also like the Grounds Manager to remove all the dead trees that they can do themselves. At this time, the District will not be replacing the removed trees, but in the future, the District will discuss how to proceed.

7. **NEW BUSINESS (DISCUSSION/ACTION)**

a. Managers' report

Grounds manager went over his report. The board was wondering why it is taking so long to replace the valves that need to be fixed. Grounds manager said he will have it done this week. Office manager went over her report that stated Castle Veteran Organization is donating $500 for one bench. Livingston VFW Post & Auxiliary will also be donating for one bench, and Winton VFW Auxiliary will be donating a bench. Chris Marten said possibly VFW Winton Post might donate one as well. So, the District may have all 4 benches donated.

b. Concrete pile

Grounds manager mentioned Brisco will charge between $3,500-$5,000 to remove the concrete pile that was found under the old pavement when replacing it with new pavement. The board would like the Grounds Manager to see if the price changes if they did the loading, as well as contacting other companies for pricing on removing the pile.

c. Merced County SCO report

The board approved Merced County to do the District's Annual report of financial transactions. Motioned by Nick seconded by Scott, all in favor.

d. Proposal for Analysis Review of Pre-Need/Endowment Funds by Kevin Brejnack

The board motioned to approve Kevin Brejnack to do the analysis which will cost the District between $5,000-$6,000. Motioned by Nick, seconded by Robert, all in favor.

e. Status of vacancies, recruitment, and retention efforts

The board went over current status of vacancies, recruitment, and retention efforts.

f. COLA and Step schedule

The office manager presented the current salary budget, proposed a 3% cost of living adjustment; she based it off the California Consumer price index, and performance raise. Office manager mentioned from her research it was 3.8%-4.5% recommendation for California based employees, but understanding that the District has a limited budget she proposed 3%. The Consumer Price Index indicated this past year food rose 3.1%, all items 4.2%, all gas types 40.5%, electricity 5.9%, etc. Minimum wage will also be based on the Consumer Price Index moving forward at the end of this year. The office manager clarified that COLA and performance raises are separate, which is why three options were presented. After much discussion the board agreed upon a 2% cost of living adjustment for the District; motioned by Adam, seconded by Nick, all in favor.

g. Fiscal year 2025-2026 budget draft and budget transfer

The board discussed the upcoming budget for the new fiscal year. It was noted that the office roof should be $15,000, not $1,500, and the niche cleaning amount will be updated from $5,000 to $9,000. Office manager will work on updating the budget, and the board would like the grounds manager to evaluate the water hitting the niches before we clean them.

h. Bench chapel

The design for the new benches will match Winton parks with the trees and the bird design. We will have one side dedicated to those who donated towards the bench and the other side stating it was built by Atwater FFA.

i. Decoration and flower policy

The board discussed enforcing the decoration and flower policy. They have noticed a lot of items out of compliance, and the grounds crew needs to be cleaning off items daily.

j. Tablets for the Board

The District will not be purchasing new tablets at this time.

k. CJI Security Policy (first reading)

The first reading was approved with some amendments. Motioned by Adam, seconded by Nick, all in favor.

l. July's board meeting date

July's 08, 2026 board meeting will be moved to July 15, 2026 at 2:00pm. Motioned by Robert, seconded by Scott, all in favor.

m. PCA annual conference July 30-31, 2026, Grass Valley, CA

The board approved for the Grounds Manager to attend the PCA meeting. Motioned by Robert, seconded by Scott, all in favor.

n. 20th annual conference GSRMA October 21-23, 2026 Rolling Hills Casino, Corning, CA

Office manager let the board know there is no agenda for this conference yet; it's more of a save the date. She also mentioned CAPC will have their educational seminar in October, but also no agenda just yet.

8. **CLOSED SESSION:**

No closed session.

9. **REPORT OUT OF CLOSED SESSION**

No closed session.

10. **BOARD COMMENTS**

Robert mentioned that when he was putting out flags for Memorial Day that he noticed a lot of veterans didn't have the medallion on their headstone. He wanted the grounds manager to work on getting their list to verify which veterans they had compared to ours. It was noted that our list may be more accurate, and that we may just need to add the medallions.

11. **ADJOURN MEETING**

The board meeting was adjourned at 5:23pm, motioned by Scott, seconded by Robert, all in favor.

Adam Reed
Board President