

BOARD OF TRUSTEES REGULAR MEETING
WINTON CEMETERY DISTRICT

Monday, September 12th, 2022, at 2:00 pm

Winton Cemetery District Office

7651 West Almond Avenue

Winton, CA 95388

BOARD MEMBERS

Adam Reed, President

Barbara Heller,

Secretary

Scott Phillips, Vice-President

Cindy Granado Uyematsu,

Trustee

Robert Callahan,
Trustee

ACTION MINUTES

1. CALL TO ORDER (Equipment Yard)

The board president, Adam Reed, called the regular meeting to order at 1:59pm at the equipment yard. All board members were present (Adam Reed, Scott Phillips, Robert Callahan, Barbara Heller, and Cindy Granado Uyematsu).

2. EQUIPMENT YARD TOUR

Grounds Manager, Mel Loewen, gave the board and the office manager a tour of the equipment yard.

3. PUBLIC COMMENT

Public comment was opened with one correspondence via email received. The email states that Ms. Vargas is upset because items were removed from her mother's gravesite. She says we are showing favoritism because there are others at the cemetery with the same violations, and their items have not been removed. She asks that if we remove items from her mother's gravesite then we should do it to everyone as well.

4. REPORT OUT OF CLOSSES SESSION

Board reported out of closed session at 4:07pm. No action was taken. Grounds manager, Mel Loewen, had his yearly evaluation. Vice president, Scott Phillips, is continuing to do negotiations on the property of the south side of the cemetery.

5. REVIEW AND APPROVAL OF MINUTES

Board approved minutes for August 08, 2022, August 23, 2022, and August 29, 2022. Motioned by Barbara, seconded by Cindy, all in favor.

6. DISCUSSION ITEMS

a. Financial Report

When discussing the bills, it was noted that Adam Reeds AC320 was more than others due to being reimbursed for purchasing the front office computer.

b. Manager's Report

Grounds

- i. Sprinklers are being repaired and the grounds men are working on the dry spots.
- ii. Jamie is trimming around the compound, he also cleaned inside the compound and shop organized.
- iii. Jason is pouring and setting up foundations and filling in sinkholes.
- iv. I got quotes for painters.

Equipment

- i. Received the Ausa demo, but we returned the big one and got the smaller one to try out.
- ii. Both Grasshoppers mower broke down, and will be picked up by Bakers.

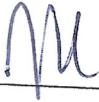
Office

- i. Front office computer is all set up as of August 18th. The computer tech and Microsoft representative weren't able to move over our Microsoft applications, because the emails we gave didn't have a license attached. I bought a Microsoft license for the front computer that will be good for 10-13 years, using my personal credit card, and refunded myself through petty cash. I have the receipt and AC320 with all the bills, the total was \$145.99. In the future it shouldn't happen again if we ever need to transfer the Microsoft applications to a new computer. I have the email and password for the license in our address book for future reference.
 - ii. On Tuesday August 16th, Carol Farace came in to buy a plot. Friday August 19th, she called and told us she will be buried at the veteran's cemetery instead. She gave me permission to shred her check. I made a note on the voided receipt.
 - iii. Well construction got moved to November. Kathy Brown will update us when there is an official date.
 - iv. I was able to register the Cypress Garden Niche project and obtain a DIR number. If there are no delays on getting granite and materials, KMI should be done with the project by January 2023 or sooner.
 - v. Scott, from Ameriprise will be coming to our November 14th board meeting at 3:00PM.
 - vi. Lorie, our auditor emailed me on August 30th with a list of items they need. Our office assistant, Kati, and I are preparing everything to give to her by September 30th.
 - vii. My (Christie Watkins Koehn) 90-day probational period will be completed by October's board meeting. My review and evaluation will be due. I will make sure to add it to October's agenda.
- c. Key Inventory
Board discussed the key inventory, and said they liked the spreadsheet.
 - d. Policies and Procedures
Board discussed, and would like the office manager, Christie, to make a few more updates.
 - e. Flammable storage cabinet
Board discussed and wants the grounds manager, Mel, to double check measurements before they make a final decision.
 - f. Endowment care
We will move this discussion item to our next board meeting in October.
 - g. Irrigation repair training
We will move this discussion item to our next board meeting in October.
7. ACTION ITEMS
- a. Bill Approvals
Board approved all bills. Motioned by Scott, seconded by Robert, all in favor.
 - b. Preneed Contracts
Board approved the new pre-need contracts pricing and adding new rules. Motioned by Cindy, seconded by Scott, all in favor.
 - c. Coffee for office
Tabled, no action was taken.
 - d. Policies and Procedures
Tabled, no action taken.
 - e. Flammable storage cabinet
Tabled, no action taken.

- f. Pontem mapping
Tabled, no action taken.
- g. Adoption of grounds manager description
Tabled, no action taken.
- h. October regular board meeting date
Tabled, will put on the special meetings agenda.
- i. Deanna Hutton selling back NICHE
Board approved the sell back. Motioned by Cindy, seconded by Barbara, all in favor.

8. ADJOURNED MEETING

Adjourned meeting at 5:05pm. Motioned by Scott, seconded by Cindy, all in favor.



Adam Reed
President