

# BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Monday, July 10, 2023, 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

## AMERICANS WITH DISABILITIES ADVISORY

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Persons requesting accommodation should contact the Cemetery District in advance of the meeting, and as soon as possible, at (209) 358-3703.

## APPROVAL OF AGENDA AS POSTED OR AMENDED

### REGULAR SESSION:

1. CALL TO ORDER
2. PUBLIC COMMENT

The public is invited to make comment for items not on the day's agenda or to comment on a specific agenda item, please submit your comment, limited to 250 words or less, via email. To ensure your comments are read into the record, we encourage the public to please submit by 1:00pm on the Friday prior to the Board meeting to the office manager at officemanager@wintoncemeterydistrict.net. Every effort will be made to read all comments received prior to the Board meeting into the record, but some comments may not be read due to time limitations.
3. REVIEW AND APPROVAL OF MINUTES
  - a. Special meeting June 15, 2023 and regular meeting June 12, 2023
4. AGENDA ITEMS TO BE DISCUSSED AND ACTION TAKEN
  - a. New board member
  - b. Financial Report and Bill Approvals
  - c. Manager's Report
  - d. San Luis Pump
  - e. Berger's and Co engagement letter
  - f. Transfer of Block 34 lot 546 from Chou Yang to Long Yang
  - g. COLA raise
  - h. Employee benefits
  - i. Vacation and sick time accruals
  - j. New Niche pricing, inventory, and engraving
  - k. Fuel tanks and electrical
  - l. Security update
  - m. Grasshopper mower
  - n. Abandoned graves
  - o. Maintenance logs
  - p. FY 2022-2023 Budget increase/decrease
  - q. Transfer from contract sales to general fund (Pre-needs turned into At-needs)
  - r. CAPC Seminar
  - s. Approval of paying 2<sup>nd</sup> quarter sales tax
  - t. Policies and procedures
    1. Bench policy (Amendment, second reading)

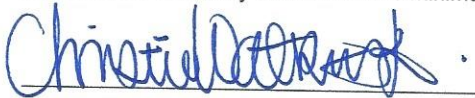
2. Resolution to adopt: Records retention schedule and authorizing destruction of certain district records (Second reading)
3. Marker policy (Amendment, first reading)
  - a. Alternative material for headstones
4. Procurement policy (resolution to adopt, first reading)
5. CLOSED SESSION:

The Board may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code). These sessions are not open to the public and may not be attended by members of the public. Any action taken in Closed Session will be reported in accordance with Government Code 54957.1.

  - i. Personnel action – Pursuant to government code section 54957(b) the Board will meet in closed session “to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.” Gov’t Code 54957(b)(1)
  - ii. Real Property Negotiations – The board may discuss property negotiations pursuant to Government Code Section 54956.8
6. REPORT OUT OF CLOSED SESSION
7. BOARD COMMENTS
8. ADJOURN MEETING

CERTIFICATION:

I, Christie Watkins Koehn, Board Clerk of the Winton Cemetery District, do hereby certify that a copy of the foregoing agenda was posted at the Cemetery District Office a minimum of 72 hours prior to the meeting.



Christie Watkins Koehn  
Board Clerk

COVID 19 ADVISORY

Pursuant to Assembly Bill (AB) 361, the Cemetery Board may participate via teleconference/electronically. In-person participation by the public will be permitted. In addition, remote public participation and public comment is available in the following way: Submit a written public comment prior to the meeting; Public comments submitted to [officemanager@wintoncemeterydistrict.net](mailto:officemanager@wintoncemeterydistrict.net) by 1:00 p.m. on the day of the meeting will be distributed to the Cemetery Board, and made part of the official minutes. Email/written comments may not be read out loud during the meeting.