

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Tuesday, February 13, 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

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

1. CALL TO ORDER

Board president called the meeting to order at 3:02pm. At this time Nick Tacheria was not present, and Robert Callahan was present via the phone. All other board members were present (Adam Reed, Scott Phillips, and Elizabeth Barron).

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

- a. Regular meeting minutes January 10, 2024 and Special meeting minutes January 24, 2024.
- b. Transfer from Curtis D. Jantz block 34 lot 268 to Richard Eason
- c. Transfer from Curtis D. Jantz block 34 lot 269 to Steven Eason
- d. Ken Thao sell back Block 37 lot 399
- e. Budget update of \$3,600, decreasing board fees, and increasing salaries/extra help.
- f. Financial transaction signature policy (Resolution to adopt, second reading)
- g. Appointment (Resolution to adopt, second reading)

The consent calendar was approved, with item d being pulled for discussion, as well as some clerical corrections done to the minutes. Motioned by Adam, second by Scott, all in favor. After discussion of item d board motioned to approve the sell back. Motioned by Adam, second by Elizabeth, all in favor.

4. REVIEW AND APPROVE FINANCIALS

a. Annual Investment report presented by Scott Esco from Ameriprise at 3:10pm

Scott Esco came out to discuss our investments. He mentioned we made 10% this past year which is great. During his presentation Nicholas Tacheria arrived at 3:30pm. He also mentioned wanting the District to merge our endowment account and our additional trade activity account so he can manage both. It was noted the account he manages currently has been making 3 percent more on average compared to the account that is managed by AmeriPrise. It was also noted that Scott Esco does not get paid by trades. He also went over what he would like to sell and buy with our investments. Board motioned to approve the trades, as well as merging the endowment investment account with the additional trade activity account. Motioned by Scott, second by Liz, all in favor, Nick abstained.

b. Audit report for fiscal year ending June 30, 2023 presented by Lorii Andersen from Berger & Co at 4:10pm

Lorii for Berger and Co went over our audit for fiscal year ending on June 30, 2023. She mentioned we were about \$420,000 up from last year mainly due to our investments doing better. Board motioned to approve our audit report. Motioned by Scott, second by Liz, all in favor.

c. Budget report, operating expenses, monthly bills, and burial report.

Board motioned to approve the bills. Motioned by Liz, second by Nick, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

a. Well pump

The board reviewed the two options for the motor on the well due to the old motor not being able to be repaired. Option one was a US made motor in the amount of \$2,810.12 and option 2 being a China made motor in the amount of \$1,548. Both motors come with a one-year warranty that includes labor. Dickey's pump mentioned

to the grounds manager that he has personally noticed on average the US made motor lasted longer. Board motioned to approve purchasing the US made motor in the amount of \$2,810.12. Motioned by Nick, second by Scott, all in favor.

b. Well pump cover committee report

Board president is still working on the draft for the well cover. He mentioned a few weeks ago he, Elizabeth, and the grounds manger met up to review their ideas and to get measurements.

c. Tree committee report

There is no update at this time.

d. Chapel project committee report

Grounds manager is working on typing everything they want done to the chapel. The chapel committee met up a few weeks ago to go over what needs to be done. It was noted that they would get two quotes from two different contractors. Some of the things they would like done is ripping out the gutters, cut down the beams, either doing a suckle or hardy board for the sidings of the building, new lighting for the flag, close the openings on the top of the chapel, and possibly adding an electrical outlet.

e. Midyear budget update

At this time there are no budget updates besides the ones that are currently on this agenda. Which are decreasing salaries by \$500 to cover the overtime account, and as well as decreasing the board fees account and moving it to the extra help account.

f. Second half of the year projects

Second year half projects that were discussed were the tree project, the board room, renovating the chapel, a flag pole with lighting by the Garden Niche, Pontem and office projects, and renovating the arch. At this time the District will continue to gather quotes for renovating the chapel. All other projects will be rediscussed at a later time or in the new fiscal year.

g. Abandon graves

The board and office manager discussed the pending abandon graves project. It was recommended by our attorney to possibly hire a private investigator to locate kins for people on this list. It was discussed that another great way to reach families and get this conversation started with the public is by doing an article with the Merced Daily. Office manager will need to send the article to the board president before they can publish it. It was also noted for the new fiscal year we will need to budget an amount to send out certified letters. Office manager will send the pending list to the board to see if they possibly know anyone on the list as well.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Manager's Report

Board previously went over the manager's report in their packet. No questions regarding the managers reports at this time.

b. Reappointing board member Nicholas Tacheira

Board motioned to approve a four-year term for Nick. Motioned by Robert, second by Scott, all in favor.

c. Budget update increasing overtime and decreasing salaries

The board approved to decrease salaries by \$500 and increase overtime by \$500. Motioned by Scott, second by Elizabeth, all in favor.

d. Schedule of charges 2024

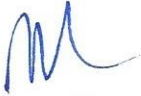
Board motioned to approve adding a \$40 fee to install a bronze plaque for cremated remains when they are buried with an existing burial and there is no room to modify the existing headstone. Motioned by Nick, second by Scott, all in favor.

e. Policies:

Policies 1-5 have been tabled.

1. Veteran policy (first reading)
2. Schedule of fees and cost policy (First reading)
3. Disinterment policy (first reading)
4. Nonresident policy (first reading)
5. Bereavement leave (Amending)

- f. Cemetery office and grounds assessment  
Board president would like to get some quotes for someone to do a rate study of the cemetery office and the grounds. This will help determine the costs and efficiency of the grounds and office. Nick will be helping to work on getting quotes with Adam.
- g. CLOSED SESSION:  
No closed session.
- h. REPORT OUT OF CLOSED SESSION  
No closed session therefore nothing to report.
- i. BOARD COMMENTS  
Scott: Has noticed the weeds on the grounds, and would like for the groundmen to continue working on that.  
Nick: No comment.  
Adam: Would like the office cart to be on next meeting's agenda.  
Robert: Was wondering if the curbing has been done. Would also like for the marker policy to be on next meeting's agenda.  
Elizabeth: No comment.
- j. ADJOURN MEETING  
Board motioned to adjourn the meeting at 5:35pm. Motioned by Elizabeth, second by Scott, all in favor.



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Adam Reed  
Board President