

**BOARD OF TRUSTEES REGULAR MEETING**

WINTON CEMETERY DISTRICT

**Wednesday, January 08, 2025, 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

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 Monday 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. 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 December 11, 2024
- b. Approval of 4th quarter taxes and payment
- c. Contract sales transfer to general fund (pre-need to at-need)
- d. Contract closed for Jaime Gonzalez Block 39 lot 405

REVIEW AND APPROVE FINANCIALS

- e. Budget report, operating expenses, monthly bills, and burial report.

4. OLD BUSINESS (DISCUSSION/ACTION)

- a. Superintendent job description
- b. Security cameras committee report
- c. Canopies

5. NEW BUSINESS (DISCUSSION/ACTION)

- a. Office manager job description
- b. Managers' report
- c. Wreaths across America
- d. Board Member Teleconferencing Policy

6. 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. Public Employee Performance Evaluation; Public Employee Discipline/Dismissal/Release (Gov. Code §§ 54957(b), 54957(b)(1))

7. REPORT OUT OF CLOSED SESSION

8. BOARD COMMENTS

9. 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 K.*

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Christie Watkins Koehn  
Board Clerk

**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.

**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.