

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Monday, May 08, 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

Melba Miyamoto, Trustee

**ACTION MINUTES**

1. **CALL TO ORDER**

Board president called the meeting to order at 3:01PM. All board members were present (Adam Reed, Scott Phillips, Robert Callahan, Nicholas Tacheira, and Melba Miyamoto stopped by to turn in her letter of resignation.)

2. **PUBLIC COMMENT**

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

3. **REVIEW AND APPROVAL OF MINUTES**

Board approved April 10, 2023 minutes.

4. **AGENDA ITEMS TO BE DISCUSSED AND ACTION TAKEN**

a. **Financial Report and Bill Approvals**

Board would like for office manager to look into why the deposits into contact sales was so high, and to also look into Aramark regarding the bathroom fee the charge us every week. Board also mentioned not seeing the credits for returning the pallets to Big Creek, they would like for Grounds Manager to make sure we are receiving those credits.

b. **Manager's Report**

Board would like for Grounds manager to have Dickey's to do some corrections to the new well. Also, to remove the roots of the tree that got removed, and to move forward with replacing the clutch on the stand on mower. Board would like to at least attend one seminar in the new fiscal year.

Grounds:

- I. Dom's electric said the motor is burnt. I am going to try to purchase a new motor online.
- II. Dickey's project should be completed in about a month.
- III. Harts has completed doing the speed bumps and the patch work by the well.
- IV. The water line that broke under the tree, west side landscaping came and cut the tree out, I dug it out, and independent irrigation came and fixed the line.
- V. The new sign has been placed by the main entrance on Cypress.
- VI. We have been preparing for Memorial Day.
- VII. The clutch on the standup mower went out. Cal farms says they can replace it for \$418.55 including labor.

Office:

- I. Niche project has been moved to May 15th due to them not being completed with another project. The project should be completed by the 18th or sooner.
- II. New budget for the fiscal year is coming up. One thing I wanted to ask the board members is how many of you plan on attending seminars, and how many are you thinking of attending. Just so I can have an estimated amount for travel expenses and registrations for the new budget.
- III. Next month is when we will have to make our decision if we would like to become a member for California Special District Association. I think it would be great to become a member due to how many people we can reach whenever we have questions or want ideas of what other special districts do. This is where I got my recommendation for the auctions, lawyers, help with policies, etc. I will attend their seminar for managers in June but unfortunately it won't be till after the board

meeting so I won't be able to speak on that part of being a member. I also love that the membership comes with free classes that are mandatory for the board and district. I think we should at least try to be a member for a year, and go from there.

- c. Attorney  
Board decided to continue working with BBK.
- d. Auction update  
At the of the meeting five out of the 13 items had sold. The rest of the items Auction results would be ready the next day.
- e. Sell back for Betty Maddox Block 18 lot 12  
Board approved the sell back of Block 18 lot 12. Motioned by Robert, second Nick, all in favor.
- f. Transfer Block 35 Lot 48 from Gary Riley Jr to Tammy Riley  
Board approved the transfer. Motioned by Robert, second by Nick, all in favor.
- g. Transfer Block 14 Lot 5 from Jayne Sorensen to Donal R. Helton  
Board approved the transfer. Motioned by Scott, second by Nick, all in favor.
- h. Contract agreement for support services from Merced County  
Board approved to continue support services with the county. Motioned by Nick, second by Scott, all in favor.
- i. Project updates  
Board would like to see the structural engineering for the Solar project at our next board meeting, also for the Grounds manager to grade and level out the ground where the solar will be going. As for the Old Well the valve box needs to be reset in a different position.
- j. Cemetery clean up  
Board would like for office manager to send out certify letters to the families regarding the planted trees and pots.
- k. Water depth and pump depth  
Board would like for grounds manager to check the water depth and report back next meeting.
- l. Surveying new plots by the old well  
Grounds manager will survey the new plots.
- m. Speed bumps  
Speed bumps have been completed, and painted.
- n. Shop's bathroom  
Robert Callahan will email office manager the link for a new faucet for the shop's bathroom.
- o. Air compressor  
Board would like for grounds manager to purchase a new motor for the air compressor through Amazon.
- p. Tree sub committee  
Currently waiting for a quote to move forward with what needs to be done regarding removing trees and trimming.
- q. Sign quotes  
Board would like for office manager to get a new quote from the sign guys for a 48x36 sign. Also, would like a new proof from with Garcia signs with a different font.
- r. After hours call center  
Tabled. No action taken.
- s. Policies and procedures
  - 1. Resolution to adopt: Return to work policy (a policy for employees returning back to work after injury or illness, second reading)  
Board approved to adopt the Return-to-work policy. Motioned by Robert, second by Nick, all in favor.
  - 2. Gravesite Service policy (Amendment)  
Office manager will bring back with final changes for second reading.
  - 3. Bench policy (Amendment)  
Bring back for second reading.

4. Resolution to adopt: Records retention schedule and authorizing destruction of certain district records (First reading)

Office manager will bring back with final changes for second reading.

5. CLOSED SESSION

Board went into closed session at 5:10pm.

6. REPORT OUT OF CLOSED SESSION

Board reported out of closed session at 5:15pm. No action was taken, but managers were given direction.

7. BOARD COMMENTS

Nick Tacheira: Would like for office manager to get into contact with Sheriff's office to see if we can go under contract with them. Office manager needs to bring the update at next board meeting.

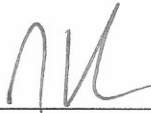
Scott Phillips: Would like to know if we have had anymore complaints.

Robert Callahan: Would like for Grounds manager to clean up the interior of the well.

Adam Reed: Would like for the next agenda to have an item about converting the garage into a conference room.

8. ADJOURN MEETING

Board motioned to adjourn the meeting at 5:25pm. Motioned by Robert, second by Scott, all in favor.



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Adam Reed

Board President