

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Monday, February 14, 2023, at 2:00 pm

Winton Cemetery District Office

7651 West Almond Avenue

Winton, CA 95388

BOARD MEMBERS

Adam Reed, President

Scott Phillips, Vice-President

Cindy Granado Uyematsu,
Trustee

Robert Callahan,
Trustee

ACTION MINUTES

1. CALL TO ORDER

Board meeting was called to order at 2:05pm. All members of the board were present.

2. PUBLIC COMMENT

No member of the public present or correspondence received.

3. REVIEW AND APPROVAL OF MINUTES

Board approved regular meeting January 09, 2023 and special meeting January 23, 2023 minutes.

4. AGENDA ITEMS

a. Financial Report and Bill Approvals

Board approved our bills. Motioned by Cindy, second by Scott, all in favor.

b. Solar project

Board granted R.T. Maher the solar project bid for the total amount of \$137,500. Board approved to move forward with their bid so long as the new contract states we will be apart of the net meter 2, has a start date, and completion date on the contract.

c. Old well project

Board granted Dickey's pump the bid for the well project. Quote #1474 in the amount of \$15,151.68. Motioned by Scott, second by Cindy, all in favor.

d. Signs

We will be purchasing two signs from City Signs, and the groundmen will pick up and install them. Sign estimate is \$1,725.83 per sign. Motioned by Robert, second by Scott, all in favor.

e. Speed bumps

The board would like for the grounds manager, Mel, to get quotes on at least nine asphalt speed bumps. Also, to look into more rubber speed bumps for the new roadway, and get a quote. Tabled, no action taken.

f. Tree Sub-Committee Assignment

Board approved to form a tree committee which members will consist of vice president, Scott Phillips, Trustee, Robert Callahan, and grounds manager, Melvin Loewen. This committee will have a budget of \$2,500. Motioned by Cindy, second by Robert, all in favor.

g. Manager's Report

Board would like for the grounds to work on flattening and compacting graves to make sure our grounds are leveled.

Grounds:

- i. The fabric for the fencing around the shop has been completed and has been installed facing inwards.
- ii. Brisco should be done with the employee parking by Saturday February 11, 2023.
- iii. We are still filling in sink holes and graves consistently.
- iv. San Luis Pump moved the pump house to the back. They are continuing to work on abandoning the well. Once completed I will start working on getting the new graves surveyed.

Office reported the following:

- v. The well project has been completed as of February 1, 2023. They will come in a few weeks to test the water from the well.
 - vi. Niche project was started on February 6th; they were supposed to be done Friday February 10th. Unfortunately, the installing crew was hit with a major problem on Wednesday February 8th. Some of the shipment to finish the Niche came completely broken and cracked. Also, the granite for the shutters did not come in the correct size. So, the project will not be completed on Friday the 10th like what was planned.
 - vii. Rachel and Donna from Shine commercial cleaning started in January and they have been doing a great job.
 - viii. A small update on California Special District Association is that I've taken one of their seminars for "Maximizing Employee Potential Through Coaching", and it was very informative. It has also been great reaching out on the forums with questions that I have had, and also reading through other people's questions and answers. I will continue to navigate and utilize them and will report back in April with my final thoughts.
 - ix. Gateway memorial raised their pricing from \$65 to \$175 for engraving our Niche plates. After calling a few marker companies to get their pricing, I was able to find a marker company called Atwater Headstone that will do it for \$65 an engraving. So, thankfully we will not have to update our niche pricing at this time.
- h. General Manager Leadership Summit
Board approved Office manager, Christie, to go to the Summit June 25, 26, and 27. Also to cover the expenses of this trip (mileage, food, and hotel). California special district association will reimburse the Winton Cemetery District for the registration fee due to Christie applying and getting accepted for a scholarship. Board would also like for office manager to look for more seminars that grounds manager may be able to attend. Motioned by Robert, second by Cindy, all in favor.
- i. Auction options
Board approved to do our auctions for surplus equipment through gov deals. We will bring the list of items to place on the website at next board meeting. Motioned by Cindy, second by Robert, all in favor.
- j. Policies and procedures
- 1. *Vacation and Sick time*
Board approved to change the vacation policy from having to take a minimum of four hours increments to a minimum of two-hour increments. It will be managers responsibility to make sure that the two-hour increments aren't being overly abused. Second change to the policy is employees will no longer receive a payout when it's time to receive additional hours or receive additional hours if they are over their cap for vacation time. The final change was sick leave will not be paid out to an employee if they separate from the district. Motioned by Scott, second by Cindy, opposed by Robert.
 - 2. *Illness and Injury Policy Program*
Tabled, no action taken.
 - 3. *Workers' compensation coverage for volunteers*
Board approved this policy. Motioned by Robert, second by Cindy, all in favor.
- k. Memorial Day logistics
Board approved to amend the motion from last meeting of January 09, 2023, the change goes as followed; employees will be paid time and half for the hours that are worked on this federal holiday. Motioned by Scott, second by Cindy, all in favor.
- l. Streamline
Board approved to move forward with using streamline as our new website host for \$100 a month. Motioned by Cindy, second by Scott, all in favor.

m. Transfer for Sally Oaxaca to Mary Lilly Trujillo Block 1 Lot 108J

Board approved the transfer from Sally Oaxaca to Mary Lilly Trujillo for Block 1 Lot 108J. Motioned by Scott, second by Robert, Cindy abstained, all in favor.

n. Subsequent need items; Reappointment

1. Board approved to reappoint Scott Phillip for his term on the board. Motioned by Cindy, second by Robert, all in favor.


2. Board approved to reappoint Adam Reed for his term on the board. Motioned by Scott, second by Robert, all in favor.

5. Report Out of Closed Session

No closed session.

6. Adjourn Meeting

Board adjourned meeting at 5:03pm. Motioned by Scott, second by Cindy, all in favor.



Adam Reed
Board President