

# 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

### REGULAR SESSION:

1. CALL TO ORDER

Meeting was called to order at 3:00pm. (All members of the board were present, Adam Reed, Scott Philips, Nick Tacheira, Elizabeth Barron, and Robert Callahan via phone).

2. PUBLIC COMMENT

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

3. REVIEW AND APPROVAL OF MINUTES

Board approved June 12<sup>th</sup>, 2023 meeting minutes and June 15<sup>th</sup>, 2023 special meeting minutes. Motioned by Scott, second by Nick, all in favor.

4. AGENDA ITEMS TO BE DISCUSSED AND ACTION TAKEN

a. New board member

Elizabeth Barron was welcomed and voted into our board. Motioned by Robert, second by Scott, all in favor.

b. Financial Report and Bill Approvals

Board would like for grounds manager to figure out why the Hunts and Sons bill so much, and see what we can do to reduce it, or find a cheaper place for gas. Board motioned to approve bills, motioned by Scott, second by Nick, all in favor.

c. Manager's Report

Board approved for the lowering device to get serviced for \$840. Motioned by Nick, second by Scott, all in favor. Board would also like for grounds manager to get more information on the solar project, as well as to inquire about the geotech report.

d. San Luis Pump

Board gave direction to the managers to work with our attorney Anne from BBK regarding the bill for San Luis Pump. Also, for the office manager to email the board once I get more information on the progress of this through Anne.

e. Berger's and Co engagement letter

Board approved to move forward with working with Berger's and co for our annual audit. Motioned by Nick, second by Scott, all in favor.

f. Transfer of Block 34 lot 546 from Chou Yang to Long Yang

Board approved the transfer. Motioned by Nick, second by Scott, all in favor.

g. COLA raise

Board motioned to give a 4% COLA raise for all employees. Motioned by Elizabeth, second by Scott, all in favor.

h. Employee benefits

Board motioned to lower retirement plans contributions from 15% to 10%, and to change the medical plan from Platinum Blue shield plan to the gold plan, employees will have the option to keep their platinum plan by paying the difference out of pocket. Motioned by Scott, second by Nick, all in favor.

i. Vacation and sick time accruals

Board motioned to lower sick time from 10 days (80 hours) to 5 days (40 hours) a year. The other change will be the district will now be receiving vacation and sick time on an accrual bases per pay period instead of receiving half their accruals every six months. Motioned by Robert, second by Nick, all in favor.

- j. New Niche pricing, inventory, and engraving  
Board would like for the managers to get proofs for the engraving. Board approved putting the new Garden Niche into inventory, as well as the pricing. Motioned by Nick, second by Scott, all in favor.
  - k. Fuel tanks and electrical  
Board approved to purchase our fuel tanks from Pazin and Meyers for \$1,450 each and 12V pump for \$600 each. Motioned by Scott, second by Robert, all in favor. Board also motioned to approve the concrete work to be done where the fuel tanks will be placed. They approved no more than 4 yards of concrete. Motioned by Nick, second by Robert, all in favor.
  - l. Security update  
Board would like for office manager to get more quotes of possibly getting two trailers, 24 hours weekend monitoring. Then bring it back next meeting. Tabled, no action taken.
  - m. Grasshopper mower  
Board would like for grounds manager to see if Cal Farms can do the mower repairs. As well getting a quote from Fred Small Engines' if Cal Farm can't do it. Tabled, no action taken.
  - n. Abandoned graves  
Board would like to move forward on putting graves back into inventory that have been purchased from 1969 and older following the CA Health and Safety code. Motioned by Robert, second by Scott, all in favor.
  - o. Maintenance logs  
Board liked the grounds managers template for the fuel tanks and chemicals. Also, would like him to keep up with doing the maintenance logs.
  - p. F/Y 2022-2023 Budget increase/decrease  
Board approved balancing our budget by doing transfers between expenditure accounts. Board also approved the transfer from contacts sales into our general fund. The transfer is to reflect pre-need burials turned into at-need burials during f/y 2022-2023. Motioned by Adam, second by Scott, all in favor.
  - q. Transfer from contract sales to general fund (Pre-needs turned into At-needs)  
Board motioned to approve during item p.
  - r. CAPC Seminar  
Board was made aware that there is an education seminar in Sacramento on October 5, 6, and 7<sup>th</sup>.
  - s. Approval of paying 2<sup>nd</sup> quarter sales tax  
Board approved paying our second quarter taxes. Motioned by Nick, second by Scott, all in favor.
  - t. Policies and procedures
    - 1. Bench policy (Amendment, second reading)  
Board did the second reading for the bench policy. Final approval was made to the bench policy with no changes. Motioned by Scott, second by Nick, all in favor.
    - 2. Resolution to adopt: Records retention schedule and authorizing destruction of certain district records (Second reading)  
Board did the second reading, and motioned to adopt the record retention policy. Motioned by Scott, second by Nick, all in favor.
    - 3. Marker policy (Amendment, first reading)  
Board motioned to approve the maker policy with the new changes with the exception of item 2 which will be changed back to its original form. Motioned by Nick, second by Scott, all in favor.
      - a. Alternative material for headstones  
Board discussed the new material offered by peace yard, and they were in agreement that we will not be adding that material to our approved list of materials for markers.
    - 4. Procurement policy (resolution to adopt, first reading)  
Board approved to adopt the procurement policy with some changes. Motioned by Nick, second by Scott, all in favor.
5. CLOSED SESSION:  
Board went into closes session at 1:07pm

6. REPORT OUT OF CLOSED SESSION

Board came out of closed session at 2:20pm. During closed session board discussed job descriptions, and reviewed employee's evaluations to prepare for the managers evaluations next board meeting. No action was taken.

7. BOARD COMMENTS

Board decided to continue the meeting on Thursday July 13, 2023 at 1:00pm. Next board meeting will be at 3:00pm on August 14, 2023.

Nick: Likes how green the cemetery is and would like for that to continue. He would also like to see the grounds manager do more training with the assistant manager, so he can concentrate on projects.

Scott: No comment.

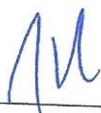
Elizabeth: No comment.

Robert: He would like more of an update on the Solar project. For the grounds to continue cleaning up the cemetery. He still sees crosses and pots. To continue enforcing the flower and decoration policy.

Adam: No comment.

8. ADJOURN MEETING

Board motioned to adjourn the meeting at 3:09pm. Motioned by Scott, second by Robert, all in favor.



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Adam Reed  
Board president