

**BOARD OF TRUSTEES SPECIAL MEETING**  
**WINTON CEMETERY DISTRICT**  
**Wednesday, February 26, 2025, at 2:00 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

**ACTION MINUTES**

The agenda was approved as posted. Motioned by Elizabeth, second by Scott, all in favor.

1. CALL TO ORDER

The board meeting was called to order at 2:10pm. All members of the board were present (Adam Reed, Scott Phillips, Elizabeth Barron, Robert Callahan, and Nicholas Tacheira via phone).

2. PUBLIC COMMENT

Public comment was opened with no members of the public present or correspondence received. Adam did confirm with office manager, Christie (who was not present), that there was no public comment regarding the special meeting.

3. CONSENT CALENDAR

- a. Resolution for state and federal background checks

The consent calendar was approved. Motioned by Scott, second by Robert, all in favor.

4. OLD BUSINESS (DISCUSSION/ACTION)

- a. Superintendent job description

1. Superintendent job posting

Robert Callahan asked if the job was posted on the district's website. Adam Reed said he was not sure, and the Office Manager would be able to report that at the March board meeting. Nicholas Tacheira reported the 5-6 applications had been forwarded to him and Scott Phillips for the position. Scott Phillips will reach out to the office manager to see where he can access them.

5. NEW BUSINESS (DISCUSSION/ACTION)

- a. Superintendent

1. Contract

The board agreed to have BBK create a contract for the superintendent position based off the job description. Motioned by Scott, second by Elizabeth, all in favor.

2. Interview panel

Adam Reed discussed the interview process that he would like to see and the makeup of the interview panel. He has contacted Aaron Delworth (AESD), Justin Vinson (City of Atwater), and Lori Waterman (Former City Manager) and they have agreed to sit on the interview panel. Nicholas Tacheira had concerns with how many people from Atwater agencies were on the panel but said he would be ok with it. Everyone agreed with the panel and Adam Reed will work on getting interview date set once application period closes.

3. Interview criteria

Adam Reed discussed the interview process; 6 applicants would be better but could be as many as 8. We would need 20 questions for the panel to ask applicants and score them on.

Adam Suggested that Stephanie Deitz work with the board on developing interview questions since she works as a recruiter and performed the evaluation of the district operations. Adam Reed thinks \$2,500 would be enough to complete this.

The board will bring 5 questions each back to the March meeting to pass along to Stephanie. This will give her a sense of what is important to the board in selecting a superintendent. Motioned by Scott Phillips; Second by Robert Callahan, all in favor.

- b. Form 700 Statement of Economic Interests  
The board is aware that their form 700s are due before April 1, 2025.
- c. GSRMA updates  
The board discussed adding coverage for improvements and district assets they are not currently covered by insurance. The board would like to add the Niches and wells for loss. The board would like the office manager to report at the March meeting if we currently have liability coverage for the canopies.
- d. WCD job descriptions  
The board would like to table this item until the Superintendent is hired. The superintendent will review job descriptions and make recommendations to the board.
- e. Mid-year projects  
The grounds manger joined the meeting. The tree committee discussed the status of the tree project. The budget for this fiscal year is \$25,000. We are paying the tree trimmers \$8,000 a week. They have worked one week and will be back March 10. We have enough for them to work 2 more weeks this fiscal year. The tree committee will work on deciding what trees are a priority to trim and/or remove. Pavement projects were discussed and the tree committee should work on prioritizing tree removals with pavement projects. We want to make sure that we have areas with no root intrusion to repave. The Cypress entrance will be on the March agenda. Each board member will bring ideas for the project to discuss.
- f. BX tractor quotes  
Mel discussed the pricing and specs for the BX tractor with the board. Robert Callahan asked if we had enough money in the equipment fund to purchase it now. It was noted there was enough funding in 83700 for equipment. It was Motion by Robert Callahan; Second by Scott Phillips, all in favor
- g. PCA trainings for 2025  
The board discussed that they would like the future Superintendent to be the one making recommendations on who should go to future trainings. This item has been tabled.

6. CLOSED SESSION:

No closed session.

7. REPORT OUT OF CLOSED SESSION

No closed session.

8. ADJOURN MEETING

Mel gave an update on the Solar bill from RT Maher. The board still had questions about if there was an actual diagnosis. The board declined to pay the bill at this time without further explanation from RT Maher. Meeting was Adjourned at 3:26pm, motion by Scott Phillips; second by Robert Callahan, all in favor.



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Adam Reed  
Board President