

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Tuesday, February 11, 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

ACTION MINUTES

Agenda was approved as posted. Motioned by Elizabeth, 2nd by Robert, all in favor. 4 to 0.

REGULAR SESSION:

1. **CALL TO ORDER**

The board meeting was called to order at 3:04pm. Roll call: Adam, Robert, and Elizabeth present in office. Scott present via phone, and Nick not present at this time.

2. **PUBLIC COMMENT**

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

3. **CONSENT CALENDAR**

- a. Regular meeting minutes for January 08, 2025

The consent calendar was approved. Motioned by Elizabeth, second by Adam, abstained by Robert and Scott.

4. **REVIEW AND APPROVE FINANCIALS**

- a. Ameriprise investments presented by Scott Esco at 3:00pm

Scott Esco presented the upcoming trades he would like to make for the District. The board motioned to approve the trades. Motioned by Robert, second by Elizabeth, all in favor. 4 ayes to 0 nays.

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

The board asked the office manager why the deposits were up compared to last month. January's deposits for burials were \$73,504.29. She mentioned it was due to the pre-need to at-need transfer, cypress entrance payment, and the PG&E credit. The breakdown for deposits was the pre-need turned to at-need transfer of \$12,649.90, Cypress entrance payment \$13,860, and PG&E credit \$6,177.90, which leaves \$40,816.48 made in burial revenue. Board president also was wondering why Koehn electric was coded 21200 instead of 21300, he would like it for it to come out of 21300. Office manager will update the code. The board was asking what exactly the Koehn electric and RT Maher bill is for. Grounds manager explained that the solar power went out, and that is why there is a bill from RT Maher that came out to diagnose the issue, and Koehn electric did the manual work to replace the part that was broken. After discussion the board doesn't agree on paying RT Maher since initially the Grounds manager was the one to diagnosis the issue, and the invoice does not state exactly what they diagnosed. They also believe since they only came out to take a look, that should be covered under warranty. Grounds manager must contact RT Maher to get more information to see why this isn't covered under warranty, at this time bill was not approved for payment. As for BK Industries the board would like for the Grounds manager to go out to their shop to confirm progress has been made making the new canopy, if so, we can move forward with paying the bill. Nick Tacheria showed up during this discussion. Lastly office manager mentioned she added a bill for the social security administrative office in the amount of \$70. The board motioned to approve the majority of the bills, including BK industries once the grounds manager ensure progress has been made. RT Maher was not approved to be paid. Motioned by Robert, second by Elizabeth, all in favor.

- c. Budget adjustment and transfers

The board motioned to approve the transfer of \$7,100 from the general fund 96923 into utilities 22600, \$6,177.90 is from the PG&E credit and the rest is to cover the rest of the year with the hope we receive the

minimum of \$10,000 credit from PG&E soon. \$12,600 from the general fund 96923 into 83600 new structures and improvement which is the money we received from the insurance for Cypress entrance that was damaged, and lastly \$1,000 from the general fund 96923 into 21810 professional services, to cover the fees for our attorney working on getting the District paid for the damages caused to the Cypress entrance. Motioned by Robert, second by Elizabeth, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

a. Security cameras committee report

Board president passed out blue prints on what has been discussed with the security cameras committee report on where to put new cameras throughout the District. No action was taken at this time.

b. Canopies

Grounds manager gave an update during financials.

c. Board Member Teleconferencing Policy (first reading)

The board motioned to approve the revised version made by BBK for the board member teleconferencing policy. Motioned by Nick, second by Liz, all in favor.

d. Superintendent job description

Office manager explained that the attorney said the job description looked good, but recommended we added to the description that the Superintendent would need to use the District's vehicle for purposes related to the District, so must possess a valid CA drivers license.

1. Job advertisement development and placement

When reviewing the job advertisement, it was discussed the starting salary would be \$85,000 a year plus benefits. The Superintendent position will now be a full-time position, instead of a part time position. As for retirement, the District will contribute the first 3% of the employee's salary and match 100% of the employee's contribution up to 3.5% (3.5% employee/3.5% employer), for a total contribution of 10% (3.5% employee/6.5% employer). Motioned by Robert, second by Nick, all in favor. As for the job placement the board agreed to put this position on careers in government, as well as indeed, Glassdoor, and the cemetery memberships. The \$400 to place this job on careers in government will come out of code 21810 professional services. Lastly the board formed a hiring committee for the Superintendent position. The committee would go through the resumes to pick who would go to the next stage. The committee will commence of Nick and Scott.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

Grounds manager discussed that half the tree line in the new roadway was completed. The board said to go ahead and complete the tree line, to stay in budget. Also, on the managers' report office manager reported the District will be refunded Aurelio Hernandez \$47.69 due to an overpayment. Office manager reminded the board she needs training certificates. She will go ahead and schedule classes through target solutions for some board members.

b. Form 700 Statement of Economic Interests

Tabled till next meeting.

c. GSRMA updates

Tabled till next meeting.

d. WCD job descriptions

Tabled till next meeting.

1. Office manager
2. Grounds manager
3. Assistant grounds manager
4. Office assistant
5. Groundskeeper I & II

e. Audit report for fiscal year ending June 30, 2024 presented by Kevin Breinak at 4:00pm.

Kevin appeared via zoom to go over the audit report for fiscal year ending June 30, 2024. The board motioned to adopt the audit report for fiscal year 2023-2024. Motioned by Robert, seconded by Nick, all in favor. (Scott not on phone at this time).

Tabled till next meeting.

g. BX tractor quotes

Tabled till next meeting.

h. Robert Callahan reappointment of term

The board motioned to reappoint Robert Callahan as a board member. Motioned by Nick, 2nd by Liz, all in favor.

i. Injury and illness prevention policy annual review

The board motioned to update the review date on the IIPP. The board would also like for GSRMA to review it. Motioned by Robert, second by Nick, all in favor.

j. PCA trainings for 2025

Tabled till next meeting.

7. CLOSED SESSION:

No closed session.

8. REPORT OUT OF CLOSED SESSION

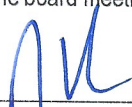
No closes session.

9. BOARD COMMENTS

No board comments.

10. ADJOURN MEETING

The board meeting was adjourned by 5:35pm. Motioned by Nick, second by Liz, all in favor.



Adam Reed
Board President