

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, March 12, 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

Approval of the agenda as posted. Motioned by Scott, second by Liz, all in favor.

1. CALL TO ORDER

The board meeting was called to order at 3:06pm. All members of the board were present.

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 February 11, 2025
- b. Special meeting minutes for February 26, 2025
- c. Board Member Teleconferencing Policy (adoption, second reading)

The consent calendar was approved with changes to the regular meeting minutes for February 11, 2025 for item d.1 office manager had there was no maximum cap for matching retirement, but the boards recollection was that the motion that the District will contribute the first three percent (3%) of the Employee's salary and match 100% of the Employee's separate and voluntary contribution up to three and a half percent (3.5%). The District's contribution is capped at six and a half percent (6.5%) of the Employee's salary based on the foregoing conditions. Motioned by Scott, second by Nick, all in favor.

4. REVIEW AND APPROVE FINANCIALS

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

While discussing the bills the board asked how many fire extinguishers were serviced. Grounds manager mentioned five were, the board would like for him to add another fire extinguishers in the office garage, and possibly another on his golf cart or close to the equipment. Robert Callahan asked about the parking bill from the conference office manager went to due to the bill stating that there was a second car charge, office manager explained when she returned to the office on February 28, 2025 that she had that corrected and refunded which was reflected on the bill. Furthermore, the RT Maher bill was discussed, and the board did not approve to pay this bill until the District at least receives a diagnosis report from them. Motion to approve all bills except RT Maher, motioned by Nick, second by Scott, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. Cypress entrance

The board discussed options for the cypress entrance. The board was all in agreement for a design with grey block with no lights on the cap. They all liked the idea of having Winton Cemetery on the gate as well. Adam Reed will work on designing what was discussed and will bring back next meeting.

- b. GSRMA updates

Grounds manager updated the board that he called around and he was quoted \$34,500 for the 4 Niche's from Christy, and \$250,000 to redo our newest niche. As for the old well it would be \$50,000 and the new well would be \$60,000. The board motioned to agree on adding the wells and niches to our insurance policy for actual cost of replacement. Adding these items to the policy must not exceed \$2,000, motioned by Scott, second by Robert, all in favor.

- c. Mid-year projects

manager to make a tree report showing where trees have been pruned by a professional, which trees will be removed. Tree report to include the dates when maintenance was done to the trees. So, when starting the pavement project, they believe we should start on the roadway where we can remove the Modesto ash by the office and then they can repave that section first since that are barley any trees there. Scott mentioned if this will include redoing the curb, and they agreed that yes that will be included to get it fixed as well as adding something to prevent the root from growing back for any trees that would be removed. Adam reached out to surveyors and engineers for quotes for the new blocks. He expects to hear back from them soon, will bring back next meeting.

d. Tree committee report

They reported during midyear projects.

e. Superintendent interview criteria

The board will email the office manager the questions they would like asked to the Superintendent, and then she will pass it along to Adam Reed so he can work with Stephanie Dietz on this. The hiring committee will need to bring a strong pool of candidates by the next meeting. It was discussed that office manager will close the job posts on April 1, 2025.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

Grounds manager reported that the tractor should be here on Friday with all its accessories. He also mentioned that the truck needs a smog done. Mentioned he would go to the place down the street. Office manager went over some of the training she did at PARMA, and how she would like to continue taking classes/training for things related to HR.

b. Lights around cemetery office

The grounds manager was asked to start getting quotes for getting lights around the front office. Grounds manager and Adam will work together on meeting with the electricians and looking at different lights. The District would like to get as much information so they can add it onto next years budget.

c. Waiver and release form for interments

The board motioned to approve the waiver and release form for interments. Adam would like for the office manager to get some clarity on one portion of the waiver. Motioned by Nick, second by Liz, all in favor.

d. Employee handbook retirement

1. District match cap

The board motioned to approve adding the superintendent portion of retirement to the employee handbook policy. Motioned by Nick, second by Scott, all in favor.

7. CLOSED SESSION:

The board went into closed session at 4:28pm.

8. REPORT OUT OF CLOSED SESSION

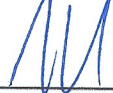
The board reported out of closed session at 4:36pm. In closed session they discussed leave of absence, no action was taken just direction.

9. BOARD COMMENTS

Nick, Scott, and Elizabeth had no comments. Robert mentioned he did his form 700 online. Recommended all the other board members to get it done to avoid a fee. He also mentioned that the cemetery is looking good. Keep it up appreciates it. Adam was wondering if there was an update regarding an employee who is on leave.

10. ADJOURN MEETING

The meeting was motioned to adjourn at 4:36pm. Motioned by Scott, second by Liz, all in favor.



Adam Reed
Board President