

**BOARD OF TRUSTEES REGULAR MEETING**

WINTON CEMETERY DISTRICT

**Wednesday, January 08, 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

The agenda was approved as posted. Motioned by Nick, second by Liz, all in favor. Motion passes three to zero.

REGULAR SESSION:

1. CALL TO ORDER

The board meeting was called to order at 3:08pm. Nick Tacheira, Liz Barron, and Adam Reed were present. Scott Phillips and Robert Callahan are not present and will not be able to attend this meeting.

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 December 11, 2024
- b. Approval of 4th quarter taxes and payment
- c. Contract sales transfer to general fund (pre-need to at-need)
- d. Contract closed for Jaime Gonzalez Block 39 lot 405

The consent calendar was approved. Motioned by Liz, second by Nick, all in favor.

4. REVIEW AND APPROVE FINANCIALS

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

The board approved the monthly bills. Motioned by Nick, second by Liz, all in favor.

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. Superintendent job description

The superintendent job description was passed with the office manager, Christie's, changes. The board would like a few changes done to the description as well. Once those changes are done, office manager is to send over to our attorney for him to review and make sure we are in compliance. Motioned by Nick, second by Liz, all in favor.

With the superintendent job description passed the board would like for the office manager to work with Stephanie Dietz on a job posting. \$1,000 was budgeted for Stephanie to do this for the District. Motioned by Adam, second by Nick, all in favor.

- b. Security cameras committee report

Tabled, bring back next meeting.

- c. Canopies

Grounds Manager, Mel, gave the board an update on the status of this project with BBK. After discussion the board would like to see some progress on this project by next board meeting in February. Otherwise, we may have to put this project up for bid again.

6. NEW BUSINESS (DISCUSSION/ACTION)

- a. Office manager job description

Tabled, bring back next meeting. It was discussed that grounds manager will need to bring his changes to his job description by next meeting. It was mentioned office manager can do the clerical work, but all changes

need to come from the grounds manager. Office manager will add the grounds managers job description to February's agenda.

b. Managers' report

Grounds manager gave an update on having to purchase additional parts to fix the clutch for the grasshopper mower. He also mentioned that clj electric quoted us \$865 to fix the lights in the office, as well as the shortage happening in the front office.

c. Wreaths across America

Liz updated the board how Wreaths across America went on December 14, 2024. She mentioned that unfortunately the District was shorted wreaths that were paid for. Due to this she suggested that we either need to be co-coordinators or we need to take it back all together. Office manager agreed that it would be great to be the main coordinators because the District's name is attached to this. The board was in agreement to have Elizabeth work on this and move forward on fixing this situation.

d. Board Member Teleconferencing Policy

The board would like the attorney to review this policy and help go into detail on how exactly the just cause or emergency notice would work when a board member needs to call in or video in. The first reading of this policy has passed. Motioned by Nick, second by Liz, all in favor.

7. CLOSED SESSION:

No closed session.

8. REPORT OUT OF CLOSED SESSION

No closed session.

9. BOARD COMMENTS

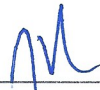
Liz: No comments at this time.

Nick: Wanted to thank the office manager again for her prompt help on a situation that was brought up to him by a member of the public. He mentioned he went over all this information that was provided with this person, and the situation has been resolved.

Adam: He would like to add midyear projects to the next meeting agenda, as well as a BX tractor quotes. Also would like the grounds to continue working on cleaning up decorations, noticed a beer bottle in front of the office being there for a while.

10. ADJOURN MEETING

The board meeting was adjourned at 4:11pm. Motioned by Liz, second by Nick, all in favor.



Adam Reed  
Board President