

BOARD OF TRUSTEES REGULAR MEETING

WINTON CEMETERY DISTRICT

Wednesday, August 14, 2024, 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

Items F and H.2 from new business was pulled from the agenda. Scott motioned to approve the agenda as amended, second by Nick, all in favor.

1. **CALL TO ORDER**

Board president called the meeting to order at 3:02pm. All members were present with Robert Callahan via phone.

2. **PUBLIC COMMENT**

Public comment was opened. One member of the public present named Ed Varner. Ed Varner has stated he and his family are local residents of Winton for many years. He has a lot of family buried here and these past few months of visiting, the grass was completely covering their headstones. He also mentioned there was a lot of mud so it made it hard to visit some of his family members. He believes the cemetery crew did a better job maintaining the cemetery, compared to the maintenance people that are contracted to do the work now. He would like the District to give the work back to the cemetery grounds keepers.

3. **CONSENT CALENDAR**

Item a was pulled to be discussed. After discussion of July 17, 2024 and July 25, 2024 minutes it was approved as amended. Board president will email the office manager the changes to be done to the July minutes so they can have more clarity when reading them in the future. July 17, 2024 minutes were motioned to be approved by Nick, second by Scott, all in favor. July 25, 2024 minutes were motioned to be approved by Scott, second by Elizabeth, all in favor.

4. **DISCUSSION**

a. **Cemetery Grounds**

The board discussed the cemetery grounds. It was discussed in the future when a member of the public makes a complaint of a gravesite, lets start taking pictures of what is wrong. Grounds manager will be responsible to make sure these complaints are getting fixed by Wright services.

5. **REVIEW AND APPROVE FINANCIALS**

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

Board motioned to approve the monthly bills. Motioned by Nick, second by Scott, all in favor.

6. **OLD BUSINESS (DISCUSSION/ACTION)**

a. **Contract services for grounds**

The board discussed the new contract from Wright services. It was noted in the winter months it will be at the grounds managers discretion how often Wright services come out. The monthly fee is \$4,700 for their weekly service. During the winter months the rates will be: 1 time service visit \$1,500, 2-time service visits \$2,350, third time service visits \$3,525, and 4 or more times would be \$4,700 per month. The board motioned to approve the contract with clarification on when invoices will be paid. Motioned by Scott, second by Liz, all in favor.

b. **GSRMA Conference October 24, 2024-October 25, 2024 in Corning, CA & GSRMA training Parma in February 23-26, 2025**

The board would like for office manager to bring back the GSRMA Conference for October 24-25, 2024 to the next meeting to see if anyone is able to attend since registration is not due until October 3, 2024. As for the Parma training taking place in February 23-26, 2024, the board approved for the office manager to go with GSRMA covering the majority of expenses. The board would like the office manager to bring back what

isn't covered by GSRMA to see what the budget will be for out-of-pocket expenses for her to attend.
Motioned by Nick. Second by Scott, all in favor.

- c. CAPC Educational Meeting October 11, 2024-October 12, 2024 San Luis Obispo (registration due September 11, 2024)

The board discussed the CAPC conference taking place in San Luis Obispo's, it was noted this would be a great conference for a board member to attend because this training is more geared towards the board. Robert Callahan will be attending, and the board approved a budget of \$1,200 for expenses. Office manager will also look into any funding to help. Motioned by Scott, second by Nick, all in favor.

- d. Electric Mower

The board would like for the Grounds Manager to see what exactly the warranty covers, as well as will they service the mower here locally. After discussion the board decided to move forward with purchasing the mower from Cal Turf order #359413 Optimus 2 8kwh ride on 2.5 hour run time. To also demolish the old mower, and that they would like to purchase a mulch kit weather the credit from San Joaquin Valley air District covers it or not. Motioned by Nick, second by Scott, opposed by Robert. Motion still carries. Yea: Nick, Scott, Elizabeth, Adam and nay: Robert.

- e. Front office budget

The board approved to replace the office ceiling tiles with either a smooth or textured style. The lenses to the lights will also be replaced and a part of this budget. The budget for this project will be \$1,250 coming out of 21300. Motioned by Adam, second by Scott, all in favor.

- f. Policies and procedures

1. Work place violence prevention plan (amendment, first reading)

The board motioned to approve the Work Place Violence Prevention Plan. Motioned by Nick, second by Liz, all in favor.

- g. Holiday events

The board is still interested in the cemetery participating with the Dia De Los Muertos holiday. Office and grounds manager will look into how much it would be to do a display for the public to put their offerings for their loved ones. Bring back next meeting how much for us to do it ourselves or Atwater High to make it for us. The board also motioned to approve purchasing three Wreaths Across America flags. Motioned by Scott, second by Nick, all in favor.

- h. Security cameras

The board would like to have a quote from Crime Guard to add three cameras to our system. It was noted that our contract with Crime Guard is almost up. Office manager must find out if we can do month to month until the new camera and electrical is completed. Bring back next meeting.

- i. Security along south property line

This item was discussed with item h.

7. NEW BUSINESS (DISCUSSION/ACTION)

- a. Managers' report

The board confirmed they read over the managers report. Grounds manager also let the board know he swapped out all the locks with sturdier ones.

- b. September's board meeting

Grounds manager will be on vacation during the next board meeting, so the assistant grounds manager will take his place for the meeting. The meeting will stay on Wednesday September 11, 2024.

- c. BBK engagement offer letter

The board agreed to approve the offer letter by Brian Hughes from BBK. He regular rate will be \$285 the hour. Motioned by Scott, second by Liz, all in favor.

- d. Graveside services set up budget

The board approved a \$2,000 budget to come out of code 21300 to purchase new items for the gravesite services set up. Motioned by Nick, second by Scott, all in favor.

- e. Records storage or destruction

The board motioned to destroy the burial permits, interment orders, and board minutes so long as there is a pdf copy. Motioned by Scott, second by Nick, all in favor.

- f. Capital improvement project (Removed from agenda).

g. Rate study RFP rough draft

The board discussed and would like the rate study delivered as a power point with graphs as well as a PDF version. They would also like to add an alternative item which would be an electric rate model. We would have the bidders bid both options with pricing.

h. Policies and procedures

1. Conflict of interest policy (first reading)

The board approved the conflict-of-interest policy. Motioned by Scott, second by Liz, all in favor.

2. Investment policy (first reading) (Removed from agenda).

8. CLOSED SESSION:

No closed session.

9. REPORT OUT OF CLOSED SESSION

No closed session.

10. BOARD COMMENTS

Scott: mentioned the cemetery looks good, did notice a few weeds but besides that it looked good.

Liz: No comment.

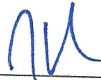
Nick: No comment.

Robert: Thanked office manager for getting an update on PG&E, also mentioned the grounds looked good and pretty green in some areas.

Adam: Wanted to know who ended up going to the PCA meeting, and also wondering if the office manager has been attending the Mac meetings. Would like for the Grounds manager to keep working with Wright services. He also mentioned he would like to add a budget to the agenda to be able to get a module if the opportunity presented itself.

11. ADJOURN MEETING

The meeting was adjourned at 5:25pm. Motioned by Scott, second by Liz, all in favor.



Adam Reed
Board President