

**BOARD OF TRUSTEES REGULAR MEETING**

**WINTON CEMETERY DISTRICT**

**Wednesday, September 11, 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**

Approval of the agenda as posted. Motioned by Scott, second by Liz, all in favor. (Nick and Robert not present).

1. CALL TO ORDER

The meeting was called to order at 3:05pm. Board members present were Adam Reed, Scott Phillips, and Elizabeth Barron.

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

NOTICE TO THE PUBLIC: Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If discussion is requested on any item, that item will be removed from the Consent Calendar for separate action.

- a. Regular meeting minutes for August 14, 2024
- b. Conflict of interest letter for Merced County
- c. Pre-need contract closed for Maria Veloz Block 38 lot 643
- d. Work place violence prevention plan (resolution to adopt)
- e. Conflict of interest policy (resolution to adopt)

The consent calendar was approved. Motioned by Scott, second by Liz, all in favor. With 3 ayes motion passed. (Nick and Robert not present).

4. REVIEW AND APPROVE FINANCIALS

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

The monthly bills were approved. Motioned by Liz, second by Scott, all in favor. With 3 ayes motion passed. (Nick and Robert not present).

5. OLD BUSINESS (DISCUSSION/ACTION)

- a. GSRMA Conference October 24, 2024-October 25, 2024 in Corning, CA (Registration due by October 3<sup>rd</sup>, 2024)

The board discussed going to this conference, and no members of the board are able to attend the conference.

- b. Holiday events

At this time the District has not received a quote from Atwater High to make a display for us to use as an ofrenda. Once we receive the quote, office manager will email the board right away to see if they would need to do a special meeting to approve to move forward with the quote. In the meantime, office manager has a budget of \$300 for decorations for the display. Motioned by Scott, second by Nick, all in favor. The board also discussed wanting the office manager to go to the board of supervisor meetings, Atwater city hall meetings, and the Winton Mac meetings to help promote Wreaths across America. The board would also like for the office manager to reach out to Kelly Thomas from Winton times to see if we can place an add promoting Wreaths across America.

- c. Security cameras (Crime Guard presentation by Josef at 3:00pm)

At 3:20pm Josef and Ed from Crime Guard let the board know their ideas. At this time seeing the reports they recommend the District to have a live camera at the edge of the cemetery. Nick Tacheira joined the meeting at 3:25pm. The board gave Crime Guard the okay to move the trailer across the street from where it currently is. The District and Crime Guard are also in agreement to do month to month instead of signing a new contract until we figure out a plan for a new camera system with Crime Guard. Crime Guard highly recommends the live monitoring whether it be with a trailer or a camera with his experience he said it helps stop crime when you can stop it and report it while it's happening, compared to seeing it the next day when more damage has been done. Robert joined the meeting at 3:50pm via phone. The board discussed forming a committee to help come up with a plan with Crime Guard on where a new camera system will be. The committee will be Scott, Adam, and Melvin.

d. Rate study RFP draft

At this time the RFP draft is tabled until we get the capital improvement project completed.

e. Modular conference room

Tabled, Adam is still working on gathering information.

6. NEW BUSINESS (DISCUSSION/ACTION)

a. Managers' report

The board would like for the grounds manager to get additional quotes from other companies for an electric mower, and bring back next meeting. Also, for the office manager to email Scott and Nick the ethic and antiharassment training.

b. Cypress Entrance

It was discussed that the board and cemetery staff would come up with ideas for the Cypress entrance and bring it back next meeting.

c. Streamline

The office manager went over the changes happening to the website, and that starting in January the monthly amount would go up by \$30.

d. Capital improvement project

The board discussed the quote we received from Kevin Brejnak, CPA. The quote was \$1,500 for him to attend a two-hour workshop. The board will not be moving forward with this quote. He will only do the audit.

e. Policies and procedures

1. Investment policy (first reading)

The board motioned to approve the first reading. Motioned by Nick, second by Scott, all in favor. Robert not present. With four ayes motioned passed.

f. Notice board

Office manager presented three online options with pricing ranging from \$880-\$971 not including shipping. Her recommendation would be the Message board with posts from Uline for \$880 not including taxes. The board would like to explore more options locally.

7. CLOSED SESSION:

The board went into closed session.

8. REPORT OUT OF CLOSED SESSION

The board reported out of closed at 5:20pm. During closed session the board did the office manager's yearly evaluation. They will bring her completed evaluation next month for her to sign.

9. BOARD COMMENTS

Liz: No comment

Nick: A friend attended a funeral and mentioned how clean and nice the grounds were.

Scott: The grounds looked good, noticed some areas still had weeds but besides that it still looked good. Also mentioned that maybe the rose bushes were recently cleaned. He would also like for the grounds manager to take care of all the leaky faucets throughout the cemetery.

Adam: Would like the SW corner of Block 14 to be fixed that it is water logged. He also mentioned that the District's previous board member mentioned that the cemetery looked really good when she was attending a funeral. She did mention thought that the canopy looked warned down. Adam would like to add a new canopy to the agenda for next

months meeting. He would like the grounds manager to email the board a picture of the canopy, with drawn out dimensions. He would also like for the office manager to add new tablets to the agenda with quotes and recommendations.

Robert: No comment.

10. ADJOURN MEETING

The board motioned to adjourn the meeting at 5:33pm. Motioned y Liz, second by Scott, all in favor.



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Adam Reed

Board President