

WEST POINT CEMETERY DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING, APRIL 2, 2019  
MINUTES

6:00 P.M.

Directors Bryce Randall, Julio Guerra and Bob Stanford were present. Director Judy Garcia was absent. Also present were Clerk Jill Jenkins and guest Diane Severud, County Supervisor's Clerk and her husband.

Diane was welcomed to the meeting. She gave information regarding the Brown Act requirements for special districts, Form 700 filing information, and the process to apply for appointment to the Cemetery Board. She stated that the Directors must file Form 700 with her office within 30 days of assuming their position and leaving their position and also annually by April 1<sup>st</sup>. She said the Directors must file at least page 5 of the Form 700. She said each Director must attend Ethics Training every 2 years. These trainings are available at the Government Center or the FPPC website. She stated the Directors are appointed to the West Point Cemetery District by the County Board of Supervisors for 4 year terms unless they are replacing an existing Director. She said there had been a lack of communication between the County Auditor's Office and her office and the terms of 2 Directors had recently expired unknowingly. She informed that she has received applications from Judy Garcia and Jill Jenkins for positions as Directors. She stated that Jill would either have to resign as Clerk to take the Director's position or rescind her application. Jill rescinded her application. Diane was informed that WPCD has its own website and that the agendas are posted to the website by Ritchey Garrison. She stated it is very important that the Directors do not "reply all" to any emails as that would be a violation of the Brown Act. They should only reply to the clerk at [jenkinsjill@yahoo.com](mailto:jenkinsjill@yahoo.com).

Diane left the meeting at 7:00 p.m.

The minutes of the last meeting held on March 5, 2019 were reviewed. Julio made the motion to adopt the minutes as written. Bryce seconded the motion. The minutes were approved with 3 votes by all Directors present.

Correspondence for the month was presented. Discussion took place regarding an appreciative plaque for Bob Faulstich's years of service to the district. Julio made the motion to research the purchase of a plaque for Bob Faulstich and bring back to the Directors for approval. Bob Stanford seconded the motion. The motion carried with 3 votes from all Directors present.

The District's monthly payables were reviewed. Jill informed Bob and Julio that she could not process their monthly service payroll until she had the proper paperwork from each of them and could set them up with the County Auditor for

payment. She gave each of them the paperwork needed. Jill confirmed that Julio should receive service payments for the months of February, March and April and Bob should receive service payment for the month of April. She said these will be on the May payables transmittal. Bob made the motion to pay the April monthly bills totaling \$2997.50. Julio seconded the motion. The bills were paid with 3 votes by the Directors present.

Bryce informed everyone that he had talked with Josh Noble about removing the mistletoe and he will pursue getting at least 2 more bids to bring back to the Directors for review.

The meeting adjourned at 7:20 P.M.

Respectfully Submitted,

Jill M. Jenkins, Clerk