

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING, APRIL 2, 2024
MINUTES

6:00 P.M. Cemetery Office

Chairman Julio Guerra called the meeting to order. Trustees Guerra, Judy Garcia, Robert (Bob) Stanford and Kirk Smith were present. Trustee Brian Smith arrived at 6:13. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins phoned into the meeting.

The minutes of the last meeting held on 3/5/24 were reviewed. Bob made the motion to adopt the minutes as written. Judy seconded the motion. The minutes were adopted with 4 votes (prior to Brian's arrival).

Correspondence for the month was reviewed. Julio stated there hasn't been any response from Mr. Howse regarding the Sandy Gulch Cemetery tree removal. Julio informed everyone the US Bank statement and the insurance billing had arrived too late to get on the payables for this meeting. The Trustees were fine carrying the US Bank balance to the May meeting. Julio said the insurance premium of \$1639.00 is due to the carrier, CHUBB, by 4/11/24. Kirk made the motion to pay the insurance premium to CHUBB by 4/11 using the Cal Card. Bob seconded the motion. The insurance premium will be paid with 4 votes (prior to Biran's arrival).

Julio informed that he had an inquiry regarding the burial of cremains in Section D. Ritchey said he's ready to start digging for the burial but he's concerned about tree roots. The Trustees unanimously agreed to allow the cremains burial.

Julio informed Brian and Bob to provide their completed Form 700 to the county. He also reminded everyone their 2-hour ethics training can be found online and he provided the link.

Discussion took place regarding the proposed tractor shelter. Kirk stated the tractor is being sheltered in his barn. Bob presented a quote of \$6737.00 for a 40' by 9' container with doors at both ends. The quote includes delivery. He said he'd like to double check if our tractor will fit. Ritchey will confirm if it fits next to the container at the VFW and report back at the May meeting.

Discussion took place regarding the radar ground penetration project. Bob said we should decide if moving forward with the project and get into the schedule of the contractor. Brian said we only need to penetrate the old section of the main cemetery. Kirk agreed and stated there is nothing to gain by penetrating the Sandy Gulch cemetery. Bob estimated the cost to be \$2600-\$4000. Brian suggested waiting until the new fiscal year starts on 7/1/24 and ask that the project be

completed within 2 days. Julio said this should be included in the 24/25 budget preparation.

Ritchey presented paperwork to track the sale of plots from a prior owner to a new owner. He said the paperwork should be stapled to the card in our files. Julio said he's talked with San Andreas Cemetery and was informed any plot transfers are only sold back to the cemetery and the endowment funds are not refundable. Judy thought this could be difficult for us to administer. Julio said there would have to be a public notice and a resolution. Bob thought the resolution would be best designed for the newer sections. Brian suggested talking with San Andreas Cemetery and discuss further at the May meeting.

Ritchey gave his Caretaker's Report as he went over each entry on the list. He said they've done maintenance on the tractor. He's started mowing and getting ready for the Easter sunrise service. He hasn't heard any complaints and stated the neighbor with the dogs has moved. Ritchey said he's updating the website. He said the gate at Section L is going to be completed. Julio introduced the newest Worker's Compensation insurance training on preventing workplace violence.

The payables for the month were presented. Kirk made the motion to pay the bills as presented totaling \$1110.99. Brian seconded the motion. The bills were paid with 5 votes. The Trustees signed the authorization and Julio will email to Jill. The Cal Card purchases on the US Bank statement will be paid next month.

There was no new business reported or public comments. The meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk