

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, APRIL 4, 2023
MINUTES

6:00 P.M. District Office

Chairman Julio Guerra called the meeting to order. Directors Julio Guerra, Bob Stanford, Judy Garcia and Brian Smith were present. Director Kirk Smith was absent. Also present was Groundskeeper Ritchey Garrison. Clerk Jill Jenkins called into the meeting.

The minutes of the last meeting held on 3/7/23 were reviewed. Bob made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was presented. Julio informed everyone he's been working with Sanguenetti Insurance Agency to secure insurance coverage. He said we have 1 week left on the current policy.

Discussion took place regarding the Director's filing of Form 700 with the county. Ritchey has the form saved on the district's computer for future filings.

Trustee's Reports- The mapping of Section 5 is on hold. Julio stated the insurance coverage has been a priority for him and thinks he's got it secured. He said he hasn't received a quote yet but there is \$3500.00 budgeted for the new policy. Ritchey stated the VFW is covered through Mercury Insurance and stated he'll get the contact information to Julio. Brian reported he's spoken with Debbie Grimes regarding ground penetrating radar equipment. She informed him payment would be expected for the services. He said Debbie knows someone with cadaver dogs that could help find unmarked grave sites. Judy questioned the need for these services. Brian said to identify where equipment can be driven. Ritchey said many unmarked graves have been marked with plaques but there are probably some in the old historical part that aren't marked. He said they were probably buried in rows. Judy said the County Coroner has come out and probed already. Julio and Bob both stated they'd like to know if there are still unmarked graves. This matter was tabled to the May meeting. Julio read a resolution he'd prepared for awarding bids to service providers. Brian explained the reason is to offer awards based on local preference. He said he'll go to the county assessor's office to find what the district's boundaries are, which will be used to identify the "local" businesses. Bob confirmed the district will continue to award to whoever will provide the best service. Brian made the motion to adopt Resolution 2023-01 which establishes a policy to support local service providers. Judy seconded the motion. Resolution 2023-01 was adopted with 4 votes.

The Buildings and Grounds Reports- Brian stated there's been no change regarding bids for the Sandy Gulch cemetery tree removal and cleanup. Discussion took place regarding the purchase of a tractor for \$5000.00. Bob asked how often a tractor is used at the cemetery. Ritchey stated current needs to move dirt and rocks in sections L, M, N, O and silt removal along the fence lines, and it will be used to plant trees and create water drainage. He estimated several tractor rentals within the next 3 months and said the \$5000.00 purchase will pay for itself very quickly. Ritchey said he's familiar with the tractor and it's in really good condition. He said it's has been used approximately 70 times. Discussion took place regarding where to store the tractor. Bob said he'd like it to be covered and stored at the cemetery. Brian stated a shed could be built with the trees that have been and will be removed off cemetery properties.

Ritchey said there's been no vandalism in the past few years and the neighbors watch the cemetery. Brian made the motion to purchase the tractor for \$5000.00. Judy seconded the motion. The tractor was purchased with 4 votes.

The Caretaker's report- Ritchey said Brian has taken down the broken cedar tree and Blue Mountain Community Renewal Council will take the logs for a raffle fundraiser. Ritchey said the snow broke a live oak tree and he's cleaned it up. He said the large black oak had damage to a branch. Brian said he'd take a look at it. Ritchey said the neighbor's tree took out part of our fence. He said it's been repaired. He said he'll be working on all fencing and preserve as much as possible. He's working to get both cemeteries back to pre-winter conditions. Ritchey said Guys Saw Center has a new blower unit that is more powerful than our existing blower. He said they'll take the old blower as a trade in toward the purchase of the new one. Julio said if the difference is less than \$500.00 Ritchey should go ahead and trade for the new blower. Ritchey said Sections A, B, C, D have the swain laid out and asked that care be taken when laying out plots.

The District's monthly payables were reviewed in 2 transmittals: \$3529.91 for the regular payables and \$5000.00 for the tractor purchase as approved. Judy made the motion to pay the transmittals as presented. Bob seconded the motion. The payables were paid with 4 votes. Judy reported there were no plot sales within the past month. She said her Brother in Law sold his plots and she'll update the card file. Ritchey confirmed the prices of \$600.00 for the large plots and \$400.00 for the cremation plots in Section O. Jill was asked to identify the endowment fund deposit on the deposit permit.

New Business- Brian stated the county Probation Dept. have people who owe community service. They asked the Cemetery District to provide a list of duties that can be performed to satisfy community services. Ritchey questioned who monitors these folks and said he has a problem with no shows and nonmotivation. Bob said if Ritchey doesn't want to be bothered, he can make that decision.

Ritchey then stated he'd like to get a tracker for the tractor, same kind that we have for the trailer. He said the cost should be \$99.00 with \$100.00 for set up. The Directors unanimously approved the tracker.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk