

WEST POINT CEMETERY DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING, JUNE 6, 2023  
MINUTES

6:00 P.M. Cemetery office

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

The minutes of the meeting held on 5/2/23 were reviewed. Bob asked for a correction. Bob made the motion to adopt the corrected minutes. Kirk seconded the motion. The minutes were adopted with 4 votes.

The Chairman's Report- Julio stated he can't find any disposition permits in our files prior to 1990. Kirk said he's been told that one of the Directors at that time stored cemetery records at their personal home. This time period was prior to the cemetery office being built. He's heard that the cemetery records were thrown out when the Director passed away and the Director's home was cleaned out.

The 2023/2024 recommended budget was discussed and reviewed. Kirk and Julio presented their recommendations. The main increases to the previous budget were the categories for salaries and payroll taxes to increase the Groundskeeper's hours to 80 hours per month with a 5% COLA, professional services to increase the Clerk's monthly payment 5%, and capital Equipment for the purchase of a shelter for the tractor. Kirk made the motion to adopt the Recommended Budget for fiscal year 2023/2024 as proposed. Brian seconded the budget. The budget was adopted with 4 votes and all the required paperwork was signed.

Discussion took place regarding the completion of mapping Section 5. Jill and Judy had not been able to finish. Ritchey volunteered to finish the section left unmapped. At the end of the meeting, Jill walked the Directors and Ritchey out to Section 5 to show where she and Judy had left off.

Buildings and Grounds review- Bob gave 3 bids for a tractor shelter as proposed by a dealer in Red Corral: #1 \$11,962.41, #2 \$12,587.00, #3 \$15,555.87. Discussion took place regarding containers with revisions for side doors and the width factor to accommodate the tractor and driver. Bob said he'd talked with the Baptist Church and there were no objections on placing the shelter on the shared driveway paved area but felt the old trees were a danger. Kirk suggested asking the church if we could take the dangerous trees down. Ritchey suggested trimming the branches or placing the shelter down at the excess dirt storage area. This matter was tabled to the July meeting.

Brian stated he'd like a letter from Blue Mountain Community Resource Center accepting the Sandy Gulch tree project. He also stated he has 2" planks of cedar that were taken from the Sandy Gulch Cemetery which the district can sell.

Caretaker's Report- Ritchey reported that he will take care of framing the district map and getting it hung in the office. He said the tractor is working well and he's used it to straighten the gate and move dirt. He said he's also used it to consolidate trimmings and debris into the trailer to haul to the Wilseyville green waste site. He's used it to help prepare a gravesite. He said it was used to pull a stump out and clean up the debris. Ritchey said he and Kirk have been doing as much as possible to keep up on the maintenance and cleaning of the tractor. He said the Memorial Day service went very well and the cemetery looked great. He informed that the VFW members have been identifying veterans buried within the cemetery and a special ceremony will be held on Dec. 16, 2023 to commemorate the veterans.

The District's Payables were reviewed in 2 transmittals: The regular payables totaling \$2692.77 and the Cal Card purchases totaling \$435.93. Bob made the motion to pay the district's bills as presented. Kirk seconded the motion, The district's payables were paid with 4 votes. Jill reported she sent a deposit of \$600.00 to the county for the sale of a plot, which included the endowment fund fee.

New Business- Bob confirmed the plot sale prices. Ritchey remarked that someone had been clearing the old Miwuk cemetery but he said he'd help with spraying for them. Brian said he'd talk with the Miwuk leaders about it.

It was unanimously decided to hold the next meeting on 7/11/23 as the regular meeting date would be the 7/4 holiday.

The meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk