

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, JULY 11, 2023
MINUTES

6:00 P.M. Cemetery Office

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

The minutes of the last meeting held on 6/6/23 were reviewed. Judy expressed concern that disposition permits prior to 1990 are missing. She stated that one of the office files had been full and isn't now. She said it is true that prior to the current Directors some files had gone to Director's homes. She said she believes the disposition permits that are in the files are up to date. Kirk made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was reviewed. Jill informed the Directors that State Compensation Insurance Fund had issued a cancellation on the district's workers compensation policy for nonpayment. She said the payment was issued in June and yet they demanded that Julio make a credit card payment to avoid cancellation. She will follow the matter to make sure the double payment is credited to our policy. She asked permission to pursue coverage through California Special District Association Risk Management. Brian made the motion to pursue the SDRMA workers compensation coverage. Bob seconded the motion. The vote was 5-0. A letter from Cathy Castillo CPA regarding a proposal of \$2750.00-\$2950.00 for the district's annual audit was reviewed. Kirk made the motion to accept Cathy Castillo's proposal. Bob seconded the motion. The proposal was accepted with 5 votes.

Chairman's Report- Julio stated an email was received asking if the district has a policy requiring markers and monuments. Kirk said he'd like to see a requirement for some kind of identification. The matter was tabled to the August meeting.

Trustee's Reports- Discussion took place regarding the mapping of Section 5. Ritchey said the mapping is in progress. Julio read a proposal to modify the Groundskeeper's wages and hours (resolution not necessary). Kirk made the motion to increase Ritchey's hours to 80 per month with a 5% raise. Brian seconded the motion. The motion passed with 5 votes. Julio read a proposal to increase the Clerk's monthly payment. Brian made the motion to increase Jill's payment 5%. Bob seconded the motion. The motion passed with 5 votes.

Buildings and Grounds Review- Bob stated he'd like to get quotes for the tractor shelter which would include an asphalt pad and also a quote for a concrete

pad. Kirk expressed concern about spending too much of the district's revenue on the shelter. He said the tractor is currently stored in his barn and he's fine with the arrangement. Ritchey suggested looking for something used that can be reassembled at our site. Brian said he'll check with his neighbor that might sell a used shelter. Bob will continue with the quotes. The matter was tabled to the August meeting.

Brian stated he's counted 429 board feet of cedar that he has stored from the Sandy Gulch Cemetery. Kirk made the motion to declare the full amount as one surplus sale. Bob seconded the motion. The Directors voted 5-0 to sell the cedar. Ritchey will post the sale on Face Book.

The Caretaker's Report- Ritchey stated he can only take 1 load per day to the dump now. He's taking pine needles and oak debris as he can, though it's been very hot. He said the new printer has been purchased and is working well. He said he and Bob had looked at the tractor shelter area. He said the parts for the vacuum were installed with Kirk's assistance. He said he had to replace the pump on the sprayer and he upgraded the pump which is working well. He said he's watering trees that look like they're wilting in the heat and he's trying to keep them healthy. Discussion took place regarding weed control products. Brian suggested that the district hire the Pest Control business to come. Ritchey will look into a pre-emergent product.

The District's Payables were reviewed in 2 transmittals: The Cal Card purchases totaling \$888.15 and the regular bills totaling \$1607.55. There was a dividend check of \$94.00 from State Comp. Ins. Fund. Brian made the motion to pay both transmittals and deposit the \$94.00 check. Bob seconded the motion. The vote was 5-0 to pay the bills and make the deposit. Judy reported there were no recent plot sales. Kirk made the motion to donate the old printer for a worthy cause. Brian seconded the motion. The motion passed with 5 votes.

New Business- Brian reported there are 3 companies who provide ground penetrating services for cemeteries, some specializing in old cemeteries. He said he's left messages but none have called him back. He'll try to email them to get an idea of the cost. He said he received a call from the forester who will re-submit the paperwork for the Sandy Gulch Cemetery project.

The meeting adjourned at 7:17 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk