

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY SEPTEMBER 3, 2019
MINUTES

6:00 P.M.

The meeting was called to order. Trustees Kirk Smith, Julio Guerra, Judy Garcia, Bob Stanford were present. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on August 6 were reviewed. Julio made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month included 3 permits from mortuaries and a letter of resignation from Trustee Bryce Randall effective immediately. Discussion took place regarding an appointment for his position. Julio made the recommendation to appoint Brian Smith to the vacancy. Bob seconded the motion. The appointment of Brian Smith was confirmed with 4 votes.

The 2019/2020 Final Budget was presented. Kirk explained each object item and particularly the increased budget to object 5201 for Buildings and Grounds maintenance. He said the increase would be for contracts to perform tree work and repaving the asphalt. Discussion took place regarding increased prices for the sale of plots. Julio stated that Murphys Cemetery District has specific prices for residents and non-residents. The Trustees felt comfortable with the plot prices as they are now and Bob suggested tabling this matter. Julio made the motion to adopt the 2019/2020 final budget as presented. Judy seconded the motion. The budget was adopted with 4 votes and signed.

Ritchey reported there is a drainage issue on the back side of the office and he will take care of it. He stated he's sprayed the ground cover at the Loveland Ln. cemetery and it's looking good now. Discussion took place on a procedure to locate and identify old grave sites. Ritchey said he'll be removing the topsoil on some sites. Bob presented a bid from Josh Noble to perform tree trimming and removal of two trees. Bob said he tried to get 3 bids but Josh was the only one who responded to his request. Judy stated this work needs to be completed before we get high winds. Bob made the motion to hire Josh Noble to perform the work at both the Loveland Ln. and the West Point cemeteries for a total of \$6500.00. Julio seconded the motion. The motion passed with 4 votes. Bob will get on Josh's schedule to do the work as soon as possible. Judy said she had spoken with Christopher from Amador Hills regarding the excess dirt left at the Spicer grave site. He said he'd speak with the grave digger about the problem.

The monthly payables were reviewed. Bob made the motion to pay the bills totaling \$2516.45. Judy seconded the motion. The bills were paid with 4 votes.

Kirk wondered if we could get an account with Tractor Supply. Judy stated Bryce had researched but they wanted us to use a VISA card.

Old Business- Julio presented policies from Murphys Cemetery District regarding grave preparation by private parties. He stated they hold a non-refundable deposit if the preparation standards are not met. Judy said she is not comfortable with a deposit, but suggested that we have a template to mark the boundaries. Bob said he will talk with Ted Campbell (grave digger) about a template. Julio suggested the Trustees read the Murphys Cemetery District guidelines and policies. He will re-write the resolution for policy and standards for burial site development and present at the next meeting. Bob said he'd check on a box to be placed in the cemetery regarding the policy for grave preparation. Kirk said he had the maps copied. Judy stated we need hard covers on at least 2 for field use. She said it will be very important to enter any new plot sales to ALL maps. Kirk reported that he is still working on contractor's bids for the asphalt work.

Judy presented payments for 3 plots totaling \$900.00 which Jill will deposit with the County Auditor's office.

The meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk