

WEST POINT CEMETERY DISTRICT
REGUALR MEETING
TUESDAY NOVEMBER 5, 2019
MINUTES

6:00 P.M.

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

The minutes from the last meeting held on 10/1/19. Bob made the motion to adopt the minutes as written. Judy seconded the motion. The minutes were adopted with 5 votes.

Information regarding software to track the cemetery plots was tabled to the next meeting as Jill will be attending a special districts conference and will try to get more information.

Jill informed the Trustees that from here on, the county would like payroll on a separate transmittal. Jill will print the transmittal for each of the Trustees.

Trustee's Reports- Bob stated Josh Noble has completed the tree trimming and removal of 2 pine trees. Bob stated he has made the template to be used for site preparation and it is now in the storage shed. Ritchey said the VFW parking lot will be paved this coming week and suggested the contractor be allowed to bid on the cemetery paving job. Kirk said this would be the 6th request for bids. Kirk asked Bob and Ritchey to show Brian Smith the Sandy Gulch cemetery. Judy said the grave diggers and mortuaries need to know about the template for site preparation. Ritchey suggested hanging the template on the back of the shed for anyone to use as needed. Discussion took place regarding the site preparations in both the new section as well as the old section. Judy said she recently had an issue where two graves were marked for preparation at the same time and she found the wrong grave was going to be prepped. She then informed the Trustees that no sales had occurred in the past month. Bob said the site that was sold last month in error was cancelled. Julio presented written guidelines for grave preparation but he said he will add one more point regarding cleanup and removal of excess dirt. Brian asked if there are any exceptions to the rules. It was decided to add to the guideline to contact the Cemetery Trustees for exceptions to these rules. Kirk asked Julio to finalize with the 2 new points and print the guidelines. Kirk asked Brian to help identify old markers and pins and roads.

The Caretaker's Report- Ritchey said he'd like to use a stake and mark it with the deceased name in addition to flagging the site for grave preparation. This could eliminate confusion if there are several to be prepped at the same time. Kirk stated the lawn mower that we currently have is too weak for our needs. He said

we need one with a bagging system. Kirk asked Ritchey to get bids and also check for trade in value on our existing mower and present to the Trustees in December.

The District's monthly payables were reviewed. Kirk made the motion to pay the bills as presented totaling 455.23 as well as the journal adjustment to pay West Point Fire for half of Jill's conference expenses totaling \$647.20. Julio seconded the motion. The bills were paid with 5 votes.

Ritchey reminded everyone about the upcoming Veteran's Day service on 11/11/19 at 11:00 a.m.

The meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk