

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING DECEMBER 2, 2025
MINUTES

1:00 P.M. CEMETERY OFFICE

Chairman Julio Guerra opened the meeting with 4 Trustees present. Trustees Guerra, Kirk Smith, Robert Stanford and Brian Smith were present. Trustee Judy Garcia was absent. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 11/4/25 were reviewed. Bob made the motion to adopt the minutes as written. Kirk seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was reviewed. Jill read a letter to the County Auditor requesting that the interest which has been earned within the Endowment Fund #2391 be transferred to the Operational Fund #2390 as requested by our independent auditor, Cathy Castillo, CPA. The letter was signed by Chairman Julio Guerra.

Julio stated the need to elect officers for the upcoming year. Bob made the motion to elect Julio Guerra as Chairman of the Board of Trustees. Brian seconded the motion. Julio was elected as Chairman with 4 votes. Julio made the motion to elect Kirk Smith as the Vice Chairman of the Board of Trustees. Bob seconded the motion. Kirk was elected Vice Chairman with 4 votes.

As requested by our independent auditor Cathy Castillo, CPA, Jill read a statement in which the capitalization of assets will now be increased from \$1000.00 to \$5000.00. The Trustees unanimously adopted the new capitalization amount and Jill was requested to forward the statement to our CPA.

Ritchey reported the “Unknown Pioneer” sign at the West Point Cemetery has split. Discussion took place on how to repair it. He said the Workers Compensation Insurance training for the month was regarding housekeeping. He said he’s been keeping up on leaf pick up. He stated he was working with the Go Daddy website technician yesterday because they had 2 securities and it has now been corrected to 1 security. Ritchey reported he will be on vacation starting 12/15/25-12/31/25.

The payables for the month were reviewed for the usual payables totaling \$1039.56. Jill stated the US Bank statement for Cal card purchases had not yet arrived. Bob made the motion to pay the bills as presented. Kirk seconded the motion. The bills were paid with 4 votes. Julio reported he had sold 4 plots total \$2600.00. Jill had made the deposits to both funds, 2390 and 2391. Julio stated a total of 7 plots have been sold on 2025. Ritchey stated the dump is moving away

from cash payments so he will be using the Cal card for payments. He said all loads will need to be tarped after 1/1/26. Discussion took place regarding tarps to be purchased.

Brian brought up the matter of the number of cremains to be buried in a single 5'x 10' plot. He said the amount should be limited. Bob said the amount has been limited to 3 cremains per plot. Kirk said the problem is really more about a casket burial with cremains in the same plot. Jill was asked to put this matter on the January meeting agenda.

Brian said he and Kirk will try to get together to compare the lists that have been provided by the San Andreas Mortuary and Murphys Cemetery District. He said he's looked and only found 2 names that correspond on both lists. He said they'll try to get together and compare soon.

Julio brought up a situation he has recently discovered in which someone was issued a transfer permit only, not a burial permit. He'll keep researching.

The meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk