

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
TUESDAY, NOVEMBER 4, 2025
MINUTES

6:00 P.M. Cemetery Office

Chairman Julio Guerra called the meeting to order. Trustees Guerra, Judy Garcia, Robert Stanford, Kirk Smith and Brian Smith were present. Also present were Groundskeeper Ritchey Garrison, Clerk Jill Jenkins and our independent auditors Cathy Castillo and Mayla Swift.

Introductions were made and Julio gave Cathy and Mayla the opportunity to present the 2024/2025 Financial Review (a copy is attached to these minutes). Cathy stated they enjoy performing our review and found there were no major corrections, no material modifications and said all transactions matched the transmittals. She said we need to do a Journal Entry with the county to move the Endowment interest to the General Fund. Jill was asked to call the county to request the object code to use. Cathy asked the Board to increase the capitalization account from \$1000.00 to \$5000.00. Jill was asked to add this matter to the December agenda. Cathy said our district is very well managed and asked that their report be posted on the district's website. She liked the history research that the Trustees have implemented and suggested that there might be community service clubs or high school students that might like to help. She also suggested that the district could get county approval for a biannual review and said to ask the county auditor if that is possible. Cathy said she'd write a recommendation. Cathy and Mayla left at 6:40 p.m.

The Minutes of the last meeting held on 10/7/25 were reviewed. Kirk made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was presented. Jill presented a refund check of \$78.87 from the worker's compensation payroll audit and a check for \$650.00 for the sale of a plot. She will send these to the county auditor's office for deposit.

Discussion took place regarding the change of the Board of Trustee's meeting time. Julio proposed changing the meeting time to 1:00 p.m. to match the Autumn day light savings time. Judy seconded the motion. The meeting time changed with 4 votes and 1 abstention.

There was no update regarding sign placement.

Ritchey reported that he had not received the workers comp. training for the month. He said he has been working to clear the leaves and needles that have dropped. Kirk said he and Ritchey are performing service on the trailer. He reported that the newest planted trees have all survived except for 2 of the trees.

Ritchey said all of the fences have been repaired. He reminded everyone that the Veteran's Day memorial service will be held on 11/11/25 at 11:00 a.m.

The District's payables for the month were presented in 2 transmittals: \$2759.28 for the regular bills and \$90.73 for the Cal Card purchases. Kirk made the motion to pay the bills as presented. Judy seconded the motion. The bills were paid with 5 votes.

Brian informed everyone that Murphys Cemetery District has provided pages and pages of burials in the West Point Cemetery, which may include the 700 names provided by the San Andreas Memorial chapel. Julio has a file of the names in our district computer. Brian said a comparison of the names to headstones will be necessary and then added to our files.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk