

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, SEPTEMBER 3, 2024
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 and Clerk Jill Jenkins.

The minutes of the last meeting held on 8/6/24 were reviewed. Judy 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 presented. Jill stated we received the confirmation that Randall Howse had signed the receipt for the certified letter stating they will hold West Point Cemetery harmless in the event of any damages caused by trees at the Sandy Gulch Cemetery. Jill read a letter from Deputy County Counsel, Jonathon Frost, regarding the discovery of graves outside of the Sandy Gulch Cemetery.

Julio informed the Trustees that the county will no longer help with the required Ethics Training. He said he can assist Trustees with the online training. A special Ethics Training workshop was set for 9/11/24 at 10:00 a.m. Jill will post the special meeting agenda.

Julio informed that County Counsel is requiring that the district delegate someone who has the authority to speak with County Counsel. Bob made the motion to delegate the authority to the Chairperson and the Vice Chairperson to speak with County Counsel. Kirk seconded the motion. The delegation passed with 5 votes.

Julio reported he had looked over the CA CLASS Investment application and has a question about the requirement of at least \$1500.00 held in a bank account. He said he'll research and report back to the Trustees.

The 2024/2025 Final Budget was reviewed. Jill informed that the County has lowered the revenue because they said the property values have dropped since the adoption of the recommended budget. Brian suggested that the district try to keep the expenses within the range of the revenue. Kirk made the motion to adopt the final 2024/2025 budget. Brian seconded the motion. The budget was adopted with 5 votes and all paperwork was signed.

Jill reported that Cathy Castillo, CPA has discovered that a transfer of \$200.00 to the Endowment Fund was necessary for the prior fiscal. Julio signed the Journal Entry form to make that transfer.

Bob gave an update regarding the radar penetration project. He said the contractor has discovered 198 unidentified graves within the boundary of the

Sandy Gulch Cemetery and at least 25 unidentified graves outside the boundary. Bob presented a draft memorial that he'd written for the unidentified pioneers which could be etched on wooden signs. He said Sandy Gulch was penetrated under the original budget for the West Point Cemetery and that there may be about 2 hours left in the budget. Discussion took place regarding the district covering penetration on the neighboring properties. Kirk suggested that the property owners can make the decision to do what they want. All Trustees agreed. Julio said County Counsel has advised that the CA Health and Safety Code states 6 or more graves on a property is considered a cemetery. However, some state regulations don't apply to private property cemeteries. Kirk said he'd met with the 2 property owners and told them of the graves on their properties. Julio stated there is an archeologist in Mokelumne Hill that could offer some expertise on how to proceed. Brian stated the property owners have an obligation to take care of the graves or to give an easement to the district to take care of them. Bob said he'd talk with the property owners and report back.

Ritchey gave the Groundskeeper's Report stating there is no news on the design for a ramp to the podium. He asked for the matter to be tabled. He said he has been busy with identifying the unmarked graves which the penetration contractor has found in the West Point Cemetery.

The District's monthly payables were presented in 2 transmittals: \$390.62 for Cal Card purchases and \$651.02 for regular payables. Kirk made the motion to pay the transmittals as presented. Bob seconded the motion. The bills were paid with 5 votes. Judy stated there were no new plot sales.

The meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk