

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 1, 2024
MINUTES

6:00 P.M. Cemetery Office

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

The minutes of the last meeting held on 9/3/24 were reviewed. Brian made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was presented. Jill informed that a public records request for the 2022/2023 payment transaction report and also for the 2023 employee payroll report had been received. These requests and responses were reviewed by county counsel, Jonathon Frost. Jill sent to the requestor with approval from county counsel. Discussion took place regarding the fees that can be charged to meet the requests. This matter was tabled to the November meeting.

In the absence of Julio, Jill read correspondence between Julio, County Counsel and the County Auditor regarding the possibility of the Endowment Fund invested with CA CLASS. This matter was tabled to the November meeting.

Jill reported Cathy Castillo, CPA had determined during the audit that a transfer of \$50.00 from the General Fund to the Endowment Fund is necessary for a plot sale on 6/24/24. Brian made the motion to make the necessary transfer. Bob seconded the motion. The transfer will be made with 4 votes. Jill will prepare the paperwork and have Julio sign for the transfer.

Bob gave an update regarding the ground penetration project. He informed that 6 more graves were found on the neighboring parcels outside of the Sandy Gulch Cemetery. He said the neighbors have been made aware of the graves. Bob said he has a cedar plank which he'd like to donate as signage honoring all of the unknown gravesites. The donation and verbiage for the sign was tabled to the November meeting.

Ritchey reported the podium ramp project is on hold for now. He stated he received the workers compensation carrier's safety information that Jill had emailed to him. He told the Trustees that he had tried to prepare a gravesite but determined there are coffins already in the site. Discussion took place regarding the possibility of drilling through concrete to place cremains in existing gravesites. The Trustees unanimously agreed that Ritchey is not to desecrate any existing graves. Brian directed Ritchey to tell the family to bury the cremains in Section O.

The monthly payables were reviewed. The regular payables totaled \$872.64. Jill stated it is too early in the month to receive the Cal Card US Bank statement. Bob made the motion to pay the monthly bills totaling \$872.64. Brian seconded the motion. The bills were paid with 4 votes. Jill stated she had not received the contractor's bill for the ground penetration project. Judy informed there were no plot sales. Kirk thanked Judy for her expertise in handling the sale of plots.

The meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk