

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 5, 2024
MINUTES

Cemetery Office 6:00 P.M.

Chairman Julio Guerra called the meeting to order. Trustees Julio Guerra, Robert Stanford and Brian Smith were present. Trustees Judy Garcia and Kirk Smith were absent. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins. Cathy Castillo and Mayla Swift arrived to present the 2023/2024 Financial Review at 6:10 p.m.

The minutes of the last meeting held on 10/1/24 were reviewed. Bob made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 3 votes.

Cathy Castillo and Mayla Swift stated the district could possibly switch to a 5-year audit with a yearly compilation. This could save the district as it would require less analytics and Cathy said it would be fine as the district has always receives a clean review as well run and well managed. She said the annual compilation would be approximately 2/3 of the cost of a full review. She also stated it might require the approval from the county auditor, Cathy Gomez. Cathy Castillo suggested a separate interest fund for the Endowment Fund interest. She said it is currently added to the general interest fund of #2390. The Directors informed Cathy and Mayla of the new policy stating resold plots must go through the district for resale. Ritchey showed them the forms designed to be used for plot transfers. Discussion took place regarding the possible Endowment Fund investment through CLASS. Cathy said the county auditor had made a good analysis stating that a small district such as WPCD would not notice much of a difference if it invested outside the local agency investment fund which the county uses. She said it would make a difference if the district were to invest at least \$100,000.00. She suggested staying with the county for the Endowment Fund investment. Cathy and Mayla stated the district has good control with a very active Board of Directors. Jill was asked to forward a copy of the audit report to the county auditor's office. Ritchey will post a copy on the district's website. Cathy and Mayla then left the meeting.

The Directors informed Jill to remove the agenda item regarding any investment with CA CLASS.

Jill stated she had not received more than 1 request for public records in her tenure as the District Clerk so could not give any idea what to charge for

requests. It was decided that any costs related to such requests in the future could be based on other cemetery's fees.

Bob said the radar penetrating project has been completed and now the contractor needs to present his bill for services performed. Jill will email him.

Bob presented his design for signage to honor the unknown pioneer's gravesites which have now identified by radar penetration. He was quoted \$130.00 per sign by Sandy Gulch Sign Co. and Bob said we need 2 signs. Brian made the motion to have the 2 signs made. Bob seconded the motion. The sign purchase was approved with 3 votes.

Ritchey reported he hasn't gone further than the preliminary design for the ramp to the podium. He said the podium is only used three times per year and it's not an immediate issue at the moment. He'll work on the design and get back to the Directors. Ritchey reported he had received the monthly workers comp. safety newsletter. He then reported the West Point Cemetery sign had been taken down by a truck. Julio and Ritchey redesigned the sign but Ritchey suggested that it be place elsewhere, possibly on the entry side of the podium. He said PG&E needs to raise the power line higher. The Board authorized Ritchey to contact PG&E and get them out to raise the line.

The District's payables were presented in 2 transmittals: \$4810.27 for the regular payables (including the audit) and \$335.86 for the Cal Card purchases. Bob made the motion to pay both transmittals as presented. Brian seconded the motion. The bills were paid with 3 votes. There were no sales reported.

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk