

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING, APRIL 7, 2026
MINUTES

6:00 p.m. West Point Cemetery Office

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

The minutes of the last meeting held on 3/3/26 were reviewed. Bob made the motion to adopt the minutes as written. Kirk seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was presented. Julio read a letter from the Cemetery neighbors who own the Toon Ranch. They state in the letter that they do not give permission for anyone to go onto their ranch for any purpose. They will however, allow trimming branches that overhang the Cemetery side of the fencing. Julio said the Toon family was invited to attend the meeting but declined. Ritchey said part of the fence along their property line needs to be repaired, but he will leave it for them to fix.

The Trustee's Form 700 filing requirement was discussed. Judy was given a Form 700 and will complete it and send it to the County.

Julio reported on the Committee's discussion regarding the number of interments and monuments per plot and the additional fees to be charged. He presented Resolution 2026-01 which identifies in a Mission Statement the Interment Rights and fees for a 5'x10' plot and for a 5'x5' plot. He also presented a draft of the District's By Laws which includes the changes provided in Resolution 2026-01. Discussion took place and the Board agreed that exceptions to the guidelines will be entertained and looked at on a case-by-case basis. Kirk said he'd like a formal public hearing in June and we will need to post a notice prior to the hearing for 30 days. Bob stated that someone might want a memorial monument without an actual burial. Julio said the extra charge would be for interment rights. He said any new sales will need to state how many caskets or cremains will be planned for the plot. The committee will meet again prior to the May Board meeting at which time the Resolution and By Laws will be discussed again.

Julio said the By Laws will also need to update the authorized work hours for the Groundskeeper.

Ritchey reported that the snow is melted and there were lots of broken branches and trees down from the big storm in February and he's made more dump runs with the debris. He said he will be spraying upcoming seedlings. He said the

tractor was returned and it needs a seal fixed which he and Kirk will do. Kirk said they are very pleased with the work A-1 Small Engine Repaid performed on the tractor. Ritchey stated the Easter Sunrise Service went well with 60-65 people in attendance. He said he is still trying to locate the water line leak as it seems to change places. He said his safety training this month was on equipment safety.

The District's payables were reviewed in 2 transmittals: \$8007.06 for regular payables and the tractor repair and \$331.55 for the Cal Card purchases. Kirk made the motion to pay the bills as presented. Brian seconded the motion. The bills were paid with 5 votes. There were no new sales made the past month.

Discussion regarding the payment of \$2526.00 for the Business Owners Insurance premium for the period of 4/11/26-4/11/27 took place. It was decided that Ritchey should pay CHUBB Insurance on the Cal Card in order to meet the due date.

Brian brought up the fact that new trees by the Baptist Church are impacting the District's fence. He said a power line is also involved. Kirk said the matter will need professional work and should be discussed in the next year's budget. Julio said the 26/27 budget planning will be an agenda item in May.

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk