

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES, REGULAR MEETING
TUESDAY, MAY 6, 2025
MINUTES

6:00 P.M. Cemetery Office

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

The Minutes of the last meeting held on 4/8/25 were reviewed. Kirk made the motion to adopt the Minutes as written. Judy seconded the motion. The Minutes were adopted with 4 votes.

Incoming Correspondence for the month was reviewed. There was no action necessary. Brian presented outgoing correspondence, as requested by the CA Public Cemeteries Association, which was a draft of the history of West Point Cemetery District. Everyone received a copy of the draft history and read it. Kirk made the motion to send the history to the CPCA. The Trustees unanimously agreed.

The 2025/2026 Recommended Budget worksheets as prepared by Julio and Kirk were reviewed. Interest of \$2500.00 was added to the county's estimated revenue bringing revenue to \$43,521.00. Each expense item was reviewed by the Trustees. The estimated expenses will be \$70,016.00. The balance of \$26,495.00 will be paid from the carried reserves. Kirk made the motion to adopt the 25/26 Recommended budget as presented. Brian seconded the motion. The Recommended budget was adopted with 4 votes. All required paperwork was signed.

Resolution 2025-02, which will authorize the county to make transfers to cover overdrawn expense accounts in order to close the 24/25 fiscal year was reviewed. Kirk made the motion to adopt Resolution 2025-02. Brian seconded the motion. The resolution was adopted with 4 votes.

Julio reported that Bob is working on the unmarked grave signs for both cemeteries. Ritchey stated he'll order signs stating the power lines are 13'3".

Ritchey reported he'd started mowing but was stopped to do maintenance on the mower. Kirk is helping with the maintenance projects on both the mower and the tractor clutch. Ritchey said he is spraying and dealing with leveling of erosion areas. He reported he has pressure washed the block building and the deck. He plans to seal both. He said he has also pressure washed some of the older head stones. Brian expressed concern about the older head stones, Kirk stated they are only making them legible with no harm

to the stones. Kirk reported he has set up a meeting with Cal Fire to check if they can assist with chipping debris. Brian said he hasn't been able to get in touch with the neighbors to access their property for the chipping project. Ritchey reported that Josh Bannon did a great job helping and working off his community service hours. He said Judy has been working to pick up old flowers and broken vases. He said the monthly workers compensation training was on dealing with wild life, insects and snakes.

The District's payables were reviewed in 2 transmittals: \$592.50 for the regular bills and \$2690.82 for Cal Card purchases, which includes the annual insurance premium. Kirk made the motion to pay both transmittals as presented. Brian seconded the motion. The bills were paid with 4 votes. There were no plot sales to report.

There was no new business to report and no public comments.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk