

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY JANUARY 5, 2021
MINUTES

6:00 P.M. District Office

Directors Kirk Smith, Judy Garcia, Julio Guerra, Bob Stanford and Brian Smith were present. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 12/1/20 were reviewed. Brian made the motion to adopt the minutes as written. Julio seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was reviewed. Jill read a letter from the Downum family requesting curbing assistance. Bob took the letter and will contact them. Jill reported all of the data for both West Point Cemetery and Sandy Gulch Cemetery have been entered to spread sheets in the District's computer. She gave Judy printouts and she stated she will hold backup of the spread sheets at her home also.

Ongoing projects were discussed. Ritchey stated that he will check again with Rod Conder to see when he'll repair the damaged headstone at Sandy Gulch Cemetery. The Directors authorized Bob to purchase decorative fencing to replace the broken fencing at Sandy Gulch Cemetery spending no more than \$1000.00. Bob presented a quote of \$500.00 from Josh Noble to remove the mistletoe at the West Point Cemetery and \$3000.00 to remove a big pine tree in the old section. Bob made the motion to hire Josh Noble for both projects as he quoted. Brian seconded the motion. The jobs were approved with 5 votes. Discussion took place regarding the fencing on the church side of the cemetery. This matter was tabled to February. Julio presented photos of the new signs that have been placed at the Highway and Loveland Lane to identify the Sandy Gulch Cemetery. He gave Jill the invoice from Sandy Gulch Sign co. totaling \$285.50. He said Randy Carlins will look at the West Point Cemetery sign and bid on rehab services. Julio informed everyone that he will be having shoulder surgery 2/18/21. Judy stated she hasn't purchased the garden cart at this time.

Kirk started the discussion of changing the time of the regular meetings from 6:00 p.m. to an earlier time of day. After each director expressed their opinion, it was decided to leave the meeting time as it is now.

Discussion took place regarding the coverage of workers compensation insurance to the Directors. Jill read an email from State Compensation Fund stating the rate of 14.96% for all payroll, including the directors. Julio made the motion to pay for workers compensation insurance for all directors based upon a

rate of 14.96% of their payroll. Brian seconded the motion. The motion passed with 5 votes.

A letter was read from the County Integrated Waste Management Dept. which stated the procedure to have the green waste delivered and paid at the county dump. Jill was asked to contact them and ask if Ritchey could add a full month of green waste to one bill instead of payment after each delivery.

Brian said he will remove the large tree at the Sandy Gulch Cemetery but he needs the fencing removed first. Ritchey stated he'll remove the fencing. Kirk presented specifications for bids to seal coat the new pavement in the older section of the cemetery. He said he'll mail to contractors to get bids. Discussions took place. The Directors agreed to have the new paths also seal coated. Ritchey will seal the cracks in the lower (new) section. Kirk estimates the cost for the seal coating to be approximately \$7200.00. Brian said he's done some research for the type of decorative trees to be planted. This matter was tabled to the February meeting.

Ritchey reported that all is well in both cemeteries. Julio reported the Carlton family will be placing a headstone but the trees shouldn't be a problem. Ritchey said he'll paint the shed and the trim on the office building after pressure washing the bricks. Kirk asked if Ritchey would consult with Judy on the paint color. Ritchey said there are GPS tracking devices, which he thinks should be installed on the mower and trailer so they could be tracked if stolen. Kirk made the motion to purchase 2 GPS tracking devices. Brian seconded the motion. The motion passed with 5 votes. Brian said he and Ritchey have talked about asking the Sheriffs to vacate the space next to the office and putting a roll-up door on the space to allow for storing the mower and valuables.

The District's monthly payables were reviewed. Julio made the motion to pay the bills totaling \$1815.07. Judy seconded the motion. The bills were paid with 5 votes. Jill presented checks which she will deposit to the county fund totaling \$856.50 for the sale of 2 plots and a worker's comp insurance refund.

Judy said the CA Public Cemetery Association will be offering on-line Ethics training. Discussion took place regarding the county Ethics training as well.

Discussion took place regarding the data base information being posted to our Web site. Jill was concerned about sensitive information such as phone numbers and addresses that are on our cards and transferred to the data base. This matter was tabled to the February meeting.

The meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk

