

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY FEBRUARY 4, 2020
MINUTES

6:00 P.M.

The meeting was called to order. Directors Kirk Smith, Judy Garcia and Bob Stanford were present. Directors Julio Guerra and Brian Smith were absent. Also present were Groundskeeper Ritchie Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 12/3/19 were reviewed. Bob made the motion to adopt the minutes as written. Judy seconded the motion. The minutes were adopted with 3 votes. There was no meeting held in January.

Correspondence for the month was presented. Jill gave each of the Directors who were present a copy of the 2018/2019 Financial Review prepared by Cathy Castillo, CPA. Kirk signed the letter of acceptance. Jill informed that she has been unable to get any further information regarding software used by cemeteries and it was decided to table the matter until spring.

Trustee's Reports- Bob stated the "problem" trees are being identified by PG&E. He said Brian Smith had gone to the county to get the parcel map of the cemetery property. Discussion took place regarding the problems with the internal fencing. Ritchey said 3 graves are covered by silt and debris from the internal fencing. The Directors agreed to remove the internal fencing. Kirk suggested looking into drainage and erosion control. Judy confirmed that Julio had joined her for training on the sale of a plot. Bob said he and Brian would like to join Judy on the next sale. Judy requested that all the Director's names and phone numbers be on the answering machine. Ritchey said he'd reprogram the answering machine. Judy said someone will be contacting Ritchey for a burial at the Loveland Ln. cemetery. Judy said there will be a casket burial at West Point cemetery and Ritchey agreed to instruct the grave digger. Kirk informed that the new mower is still being built and provided a safety sign off form for the Directors to acknowledge and sign. Kirk asked that the March agenda have discussion of the 2018/2019 audit reports. Kirk asked that Ritchey cleanup the berries and disposal dirt at the back of the cemetery. He said we will probably need to hire for tractor work. Ritchey said he'll need to get bids. Kirk thanked Ritchey for the cleanup he's done on the east side of the cemetery property.

Caretaker's Report-Ritchey reported that he's been working on cedar trees and fencing. He said some of the graves have sunken and need to be filled in. He's also been securing the shed and thinks a new securer door is in order to house the new mower. Ritchey said he'd like to call a contractor to design the door. He said he'd like to check costs on security cameras to be placed in the shed. He said eventually the shed will need to be painted. Ritchey said we have a 5 year old

blower that we could trade at Guys Saw Center for a larger blower. Kirk asked Ritchey to get the actual cost and report back. Judy expressed concern that we are spending more than what we receive with all of the new purchases this year.

The District's payables were reviewed. Judy made the motion to pay the transmittal totaling \$3779.31. Bob seconded the motion. The bills were paid with 3 votes. Jill informed the Director's of the payroll transmittal which was sent separately.

New Business-Discussion took place regarding the bid for paving the old area and seal coat on the new section and parking area. The total bid from John Hertzig for the job is \$117,836.40. Kirk stated the cost of "catch up" repairs vs. maintenance makes the bid much higher. Kirk said he asked for bids from 6 companies and only Hertzig responded. The matter of voting was tabled to the March meeting. Judy expressed concern that there is no room for skirting for transition to the road as some plots have been sold right up to the road. She said maps will need to be provided to the contractor.

Respectfully Submitted,

Jill M. Jenkins, Clerk