

WEST POINT CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING, FEBRUARY 6, 2024  
MINUTES

6:00 P.M. Cemetery Office

The meeting was called to order by Chairman Julio Guerra. Trustees Guerra, Robert Stanford, Kirk Smith and Brian Smith were present. Trustee Judy Garcia was absent. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins. The minutes of the last meeting held on 1/9/24 were reviewed. Bob made the motion to adopt the minutes as written. Kirk seconded the motion. The minutes were adopted with 4 votes.

At 6:13 Marina Lewis, Deputy County Counsel, arrived and the Closed Session regarding one case started.

6:35 P.M. Chairman Julio Guerra opened the regular meeting. He stated during closed session the Trustees approved a letter which will be emailed on behalf of the Trustees from County Counsel to Mrs. House.

Marina looked at the preliminary Employment Guidelines. Julio stated the Employment Guidelines will need to be added to the District's Bylaws with a resolution. This will be addressed at the March meeting. Jill was asked to contact SDRMA for an OSHA related poster for the office. Marina left at 6:45.

Brian reported he and Bob had looked at the container and determined that the tractor will fit with some modifications. Bob stated the container is actually an aluminum box, not a steel container. He then gave a quote from UsedConex.com for a 40 ft standard container delivered from Oakland for \$3173.00 total. Bob said he has a steel door that will fit the container. He said the steel container would be more secure than the aluminum box. Brian stated with either purchase we would still need to have a gravel pad ready. Discussion took place regarding both shelters. Ritchey said he will test the measurements by driving the tractor to the VFW container. Kirk said the quote from UsedConex.com is reasonable. This matter was carried to the March meeting.

Brian reported that he hasn't been able to find a historical grant using ground penetrating radar. He thinks Bob's research of hiring someone at \$1200/day will be the best we can do to get the old section mapped. Brian stated that he'd like to amend our grave preparation guidelines to include a headstone requirement per the public cemetery guidelines provided at the countywide meeting. The requirement could be met by paying the district to prepare the identification. Julio stated this will need to be addressed with a resolution at the March meeting.

Ritchey stated he's listed on the office bulletin board ongoing project that he's working on so all Trustees are aware of them. Discussion took place regarding a system to best track plots and burials purchased from a successor owner. Ritchey

said he'll work on an application. He informed everyone that all plots have been pinned. He said he's going to be taking photos of headstones to match to plots. He said he'll set up a spreadsheet for the Trustees to check off compliance issues.

The District's payables were reviewed in 2 transmittals: \$1155.91 for the general payables and \$846.68 for the Cal Card purchases. Brian made the motion to pay the District's payables as presented. Bob seconded the motion. The bills were paid with 4 votes.

The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk