

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING, MARCH 5, 2024
MINUTES

6:00 P.M. Cemetery Office

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

The minutes of the last meeting held on 2/6/24 were reviewed. Brian made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 5 votes.

Julio presented Resolution 2024-01 which detailed the Groundskeeper's Employment Guidelines. Discussion took place regarding training for the use of certain sprays. Brian said he had already talked with the County Agriculture Dept. and he has all the requirements. Kirk made the motion to adopt Resolution 2024-01. Brian seconded the motion. Resolution 2024-01 was adopted with 5 votes and all paperwork was signed.

Julio presented an amendment to the Grave Preparation Guidelines, stating that all graves must have a temporary marker with a permanent marker placed within 1 year of burial. He said he has the San Andreas Cemetery grave policies as reference material.

Julio reminded everyone their Form 700 is due to the County by 4/1/24. Kirk and Ritchey prepared a spreadsheet which lists documents and due dates and have posted it on the bulletin board. Julio stated he'd assist anyone who needs to do online ethics training.

Correspondence for the month was reviewed. Jill read the final letter to Mr. Howse (legal property owner) regarding access and tree removal at the Sandy Gulch Cemetery. The final letter was sent by Deputy County Counsel Marina Lewis on 2/26/24.

Discussion took place regarding a shelter for the tractor. Bob stated a permit will not be required unless there is electrical wiring. Kirk said the shipping container type shelter must have ventilation per code compliance. He said a fully enclosed structure will need wiring for a ventilation fan. Kirk said he'd like an open structure with a roof. Both Kirk and Brian expressed concern about over-spending. Ritchey stated about \$75.00 in fuel has been stolen. The matter of a tractor structure was tabled to the April meeting.

Ritchey had prepared a Cemetery Information Sheet to be completed when a plot is sold. Discussion took place to add to the Grave Preparation Guidelines that "The Cemetery District must be notified of any transfers of ownership of plots".

This will help track purchases from one owner to another. The addition to the Guidelines was tabled to the April meeting.

Ritchey gave his Caretaker's Report stating the podium rebuild is about 90% completed. He said Section L and M are completely marked and Section O is about 50% marked. He's working on the website updates and has already added the Director's dates for terms of office. The tree trimming is ongoing and the PG&E tree removal is complete. He and Kirk will be working on a walk-through gate between the old section and Section L. He stated the tractor tires were replaced, the hydraulics are being fixed and the rims were painted. He said he's taking headstone photos to put into our spreadsheet information. Ritchey presented a 2024 Standard Diary which he's using to log information which is happening at the cemeteries. He said he has read the worker's compensation carrier (SDRMA) information regarding safety when using hand and power tools.

The District's payables were reviewed in 2 transmittals:

\$798.35 for the regular bills and \$612.18 for the Cal Card purchases.

A deposit in the amount of \$24.84 was sent from a class action suit with State Compensation Ins. Fund. Kirk made the motion to pay both transmittals and make the deposit. Brian seconded the motion. The bills and deposit were paid with 5 votes. There were no plot sales but Julio said he's communicating with someone who may make a purchase.

Julio stated SDRMA will host a safety training in Sacramento on 3/26/24 and he thinks Ritchey should attend. The Directors unanimously approved lodging for 1 night with meals for Ritchey to attend the safety training.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk