

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, APRIL 5, 2022
MINUTES

5:30 P.M. District Office

Chairman Julio Guerra called the meeting to order. Directors Guerra, Kirk Smith, Bob Stanford and Brian Smith were present. Director Judy Garcia was absent. Also present was Clerk Jill Jenkins.

Correspondence for the month was reviewed. Julio stated he'd been checking the District website and had answered some email requests regarding plot locations. Jill presented the County Auditor's request for the 2022/2023 preliminary budget due by 6/17/22. Kirk and Julio will hold an ad-hoc budget committee meeting and report their recommendations at the May meeting.

Chairman Guerra reported the recently attended conference was great and he learned there are mentor trustees which can assist if needed. He has their contact information. Julio stated some cemeteries have signs stating "uneven ground". Kirk suggested this could be printed on the handout. Julio said there are financial advisors available to invest reserves. Discussion took place as to whether the county would allow outside investments. Julio said he had purchased a guide with information on preparing policy and procedures manuals. He said most cemeteries have an intake sheet for information taken at the time of a plot sale as well as regulations provided when someone purchases a plot. Kirk said he thinks we need to have a list of names and locations on the website to assist folks looking for graves. He said we'd have to clean up the current data base. He asked Jill to consider a separate spreadsheet. Julio reported on an accident caused by Danieri's grave preparer and which Danieri's insurance will cover to repair.

The minutes of the last meeting held on 3/1/22 were reviewed. Kirk made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 4 votes.

Julio had received a job estimate from John Ballesteros and Bob had received another estimate from Josh Noble for the tree trimming and brush disposal. The Directors were concerned about whether John Ballesteros has a contractor's license and worker's compensation insurance. Julio reported that John is getting ready to take the contractor's exam. The Directors want more clarification on both of the bids and the matter was tabled to the May meeting.

The matter of signage for Sections and designated parking areas was tabled to the May meeting.

Jill stated she and Judy have not had a chance to complete the mapping of Section 5 and the matter was tabled to the May meeting.

Bob gave an update regarding the restoration of the 3 Chinese grave site. He presented a drawing to restore it to its original form and said he'll meet with the mason at the end of the month. This matter was tabled to the May meeting.

6:20 p.m.- Julio opened the meeting for the Public Hearing regarding the proposed rate increase of 5' x 10' plots and designation of Section O for cremation burials at a reduced rate. There was no one from the public in attendance. Resolution 2022-01 was reviewed. Kirk made the motion to adopt the resolution authorizing an increase from \$300.00 to \$400.00 for 5' x 10' plots and the designation of Section O for cremation burials at a reduced rate of \$250.00 per 5'x5' plot. Brian seconded the motion. The Resolution was adopted with 4 votes. Bob thanked Ritchey and Kirk for marking the Section O plots. Kirk suggested holding the sale of plots against the fence to allow the mower to get into the section for maintenance. The public hearing was closed.

The regular agenda resumed with discussion of the Sandy Gulch Cemetery pine tree removal. Brian said the logger is not willing to get started without the ability to burn the slash and sell the logs. He said a conversion exemption can be filed to allow another year to complete the project.

The Caretaker's report was presented by Kirk in Ritchey's absence. Kirk said they've done more tree trimming and hauling the debris down below the cemetery. He said there's more work to do at the lower fence line. He said they've raised a gravesite in respect to the Veteran buried there. He said the newly planted trees look healthy and the bases have been brimmed for holding water.

Brian suggested each Director give some thought to the preparation of the Policy and Procedure manual. Kirk said the easiest way to start is to borrow from another district and consolidate to a draft for our district. Julio said the guide he purchased at the conference will help.

The District's payables were reviewed in 2 transmittals: 3,741.86 for the regular bills and \$220.09 for the Cal Card purchases. Kirk made the motion to pay the bills as presented. Brian seconded the motion. The bills were paid with 4 votes. Julio reported there had been one plot sold in the past month.

Kirk brought to the Director's attention the need to make the shed lock more secure and user friendly. Bob explained the lock he has on his own shed and he'll take a picture for Kirk. The Directors authorized Kirk to make the necessary change to the shed lock.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk