

WEST POINT CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING, JUNE 4, 2024
MINUTES

6:00 P.M. Cemetery Office

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

The minutes of the last meeting held on 5/7/24 were reviewed. Bob asked for a correction in the dimensions of the proposed tractor shelter. Bob made the motion to adopt the corrected minutes of 5/7/24. Brian seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was reviewed. There was no action necessary.

Julio provided general information regarding the re-selling of plots. Discussion took place regarding information provided by San Andreas Cemetery District in which "out of district residents" could purchase a plot for a higher price than local residents. The Trustees agreed they would not offer the sale of plots in West Point Cemetery District to "out of district residents". They agreed the sale of our plots would only be considered to people with local family or community connections. Brian said this policy needs to be in the By-Laws so current owners know the restrictions of selling to out of district residents. He said he'll work on amending the By-Laws to include this issue. Jill stated she received instructions from the county auditor's office regarding the resale procedure of plots sold back to the district and how to make one-time payments.

Brian questioned the current interest earned on the District's Endowment Fund. He will check to see how much the district can earn if the fund was invested using a Broker.

Julio stated the 2024/2025 budget allowed for a 3% increase in hourly rate to Ritchey and for a 3% increase in the monthly payment to Jill. Jill stated this calculates to \$.71 cents per hour for Ritchey to \$24.30 per hour total. Brian made the motion to adopt Ritchey's new hourly rate. Bob seconded the motion. Ritchey's increase for 2024/2025 passed with 4 votes. Bob made the motion to increase the Clerk's monthly payment by 3% which calculates to \$10.62 per month increase for a total payment of \$364.47 monthly. Brian seconded the motion. Jill's 2024/2025 monthly payment passed with 4 votes.

Julio opened discussion regarding a Public Service Announcement on plot sales and prices. He said he thinks the best place would be in the Welcome Packet that Ritchey is developing. Brian suggested holding a special public meeting to inform the public of the plot options and prices. Ritchey is working on a Transfer of

Ownership Form which will be included in the Welcome Packet. It will help track the re-selling of plots.

Bob informed everyone the Ground Penetrating contractor is ready to schedule the project. He reminded everyone the cost to the contractor will be \$1200.00/day with per diem for lodging. Brian said he thinks it will be a 3- 4 day project. Brian confirmed there are no state grants available for ground penetration. Bob will let the contractor know we're ready to proceed and pay after the start of the new fiscal year.

Ritchey reported he's been working on the Welcome Packet which will include the new Transfer of Ownership Form, plot prices, contact information sheet and grave preparation guidelines. Ritchey said he's also working on a manual of the Groundskeeper's duties. Ritchey thanked Brian for the recent work on the tractor. He said he hauled out 4 trailer loads of debris before the Memorial Day service. He said he's pressure washed the podium and is ready to seal it. He said he's been asked to have wheelchair access onto the podium. He said he'll measure and cost out the building of a ramp and report back in July with an estimate.

The District's monthly payables were reviewed in 2 transmittals: \$791.22 for the regular payables and \$131.33 for the Cal Card purchases. Brian made the motion to pay the transmittals. Bob seconded the motion. The bills were paid with 4 votes. Judy presented a \$600.00 check for sale of 1 plot.

Julio asked Bob if he had any discussion with Mr. Howse. Bob said he had but there is no change since he's received the letter from County Counsel. Bob stated Mr. Howse isn't concerned if the large tree in the Sandy Gulch Cemetery goes down. Julio said Marina Lewis of County Counsel will prepare a letter to Mr. Howse accepting his rejection and that he will assume responsibility if the tree causes damage when it goes down.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk