

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY JULY 7, 2020
MINUTES

6:00 P.M. Held at the District Office

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

The minutes of the prior meeting held on 6/2/20 were reviewed. Bob asked for a correction stating that he would ask Doug Dubois to move the boulders (not to remove the boulders). Julio made the motion to adopt the corrected version of the minutes. Judy seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was presented. Jill was asked to add the fiscal year 19/20 audit proposal from Cathy Castillo, CPA to the August agenda.

Kirk asked each Trustee to report on the ongoing projects. Brian said he's talked with 2 representatives from the Native American community regarding their use of the Sandy Gulch Cemetery. He said they'd like to provide a ground sonar survey. Judy said she hasn't seen any plot maps to proceed with the survey or sale of plots. She wondered if the private property owner might object to increased use at the Sandy Gulch Cemetery. Bob stated without any maps or records, there would be no way to know if there are any vacant and available plots. Brian said he and Ritchey will be cutting a very large stump. Kirk thanked Brian for the use of his equipment and the preparation of the paving project. Judy asked if anyone had received an email from the Calif. Cemetery Association regarding Brown Act training on 8/4/20. The other Directors had not and discussion took place regarding online ethics training. Judy reported that 2 plots had been sold within the last month. Kirk asked Ritchey to check on 2 plots that appear to have been dug and are waiting for burials. Bob reported that he expects bids from Peacock Welding and also from Frank Bianchi to replace or repair the metal fences at Sandy Gulch Cemetery. The bid from Doug Dubois for excavation and clean up was presented and Jill was asked to place this matter on the August agenda.

Ritchey gave the Caretaker's Report stating that the stump removal with Brian and the paving project had been his main focus. He said there was lots of cleanup. He reported the oiling and sealing will take place on 7/8. He said he'd spent a lot of time at Sandy Gulch Cemetery on the new mower. Bob gave information he'd found on inexpensive headstones.

The District's monthly payables totaling \$931.09 were presented. Bob made the motion to pay the bills as presented. Brian seconded the motion. The monthly bills were paid with 5 votes. Kirk stated the contract for paving and sealing will be completed within the next day or so. He said there was an addendum to the

adopted contract which adds \$2300.00 for an erosion control dike. He asked if the Directors would approve the total payment of \$120,136.40 as soon as the entire job is complete. This will be so the contractor will not need to wait a month for payment. Brian made the motion to pay the contractor when the work was completed and approved by Kirk. Bob seconded the motion. The payment was approved with 5 votes.

New Business- Brian said he's been in touch with the local 4-H club to help dig up new oak tree growth in the spring.

Kirk presented a 2020/2021 Fiscal Year project list to be considered for discussion at a later time once the Directors have had a chance to review it. The Directors agreed that Jill should purchase the software for the District's computer to input the plots and owners. She will be reimbursed for the purchase from the District.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Jill M. Jenkins