

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY AUGUST 4, 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 and Bob Stanford were present. Director Brian Smith was absent. Groundskeeper Ritchey Garrison was present and Clerk Jill Jenkins was present on speaker phone.

The minutes of the last meeting held on July 7, 2020 were reviewed. Bob made the motion to adopt the minutes as written. Julio seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was reviewed. Judy made the motion to accept the proposal from Cathy Castillo, CPA for the 2019/2020 fiscal year independent financial review. Bob seconded the motion. The vote was 4-0 to hire her. Jill said she'd leave the acceptance letter in the office for Kirk to sign.

Jill said she'd received a tutorial video from Pontem Cemetery Software and had sent it to the Directors to review. She said that she thinks it's far too involved for what we need right now and thought the card file information could be set up on a spreadsheet. The Directors liked the idea and asked Jill and Ritchey to work together and present their spreadsheet at the September meeting.

Bob reported that Peacock Welding will provide a bid on 8/5 for the metal fencing repair at Sandy Gulch Cemetery. He said Bianchi Welding had given a bid of \$4330.00 for the repair. Kirk confirmed the repair is for 32 linear feet. Bob said the granite counter contractor will not be available to fix the monument. Kirk suggested that it go to a monument company for repair. Bob said he and Brian felt it is best to hold on the bid from Dubois Excavation until the surrounding plots are identified and the necessary trees are removed. Kirk asked Bob to mark the trees for removal. Bob said the mistletoe in the trees still need to be addressed.

Ritchey reported that the grounds are looking great. He said that he'd like to see trees planted in the new section. Judy confirmed that we currently have 12-15 burials/sales per year and Bob stated we could use some of the unsold plots to plant trees. Julio suggested a "green burial" area and Kirk asked him to bring back information to the next meeting.

The monthly payables totaling \$797.42 were reviewed. Julio made the motion to pay the monthly bills. Bob seconded the motion. The bills were paid with 4 votes. The county reports were reviewed and Jill was asked to add to the September agenda the transfer of funds from the reserve account to cover the paving project.

Judy reported there had been no new sales of plots. She said there will be a burial the week and a celebration of life on 8/13. Discussion took place regarding the need for signage to mark dirt and vegetation disposal sites. Julio was asked to work on the signs. Kirk said Bob has done a nice job restoring his family plots.

The Project List that Kirk had presented at the last meeting was discussed. Kirk said he'll get information on an equipment trailer and present at a later meeting. Bob said he will get information on storage for the equipment trailer. Julio stated he'd like to be involved in the computerization of data and will meet with Ritchey and Jill.

Judy asked if a garden cart can be purchased so she can clean up old flowers and debris. Kirk asked her to purchase what she needs and to present the bill for reimbursement.

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk