

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY AUGUST 6, 2019
MINUTES

6:00 P.M.

The meeting was called to order. Trustees Kirk Smith, Judy Garcia, Bryce Randall, Julio Guerra and Bob Stanford were present. Kirk thanked Bryce and Karin Randall for the nice appreciation dinner for Bob Faulstich. Jill presented a thank you card Bob Faulstich sent to everyone.

The minutes of the last meeting held on July 2, 2019 were reviewed. Julio made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was presented. The proposal letter received from Cathy Castillo, CPA for the 2018/2019 annual financial review was read. Julio made the motion to hire Cathy Castillo to perform the financial review. Bob seconded the motion. The Trustees voted 5-0 to hire her and the proposal letter was signed by Kirk.

The District's monthly payables were reviewed as well as the monthly county reports. Bob made the motion to pay the bills totaling \$2587.08. Julio seconded the motion. The bills were paid with 5 votes.

Old Business- A discussion took place regarding the meeting on 5/13 in which the district's procedures were presented to all Trustees. Judy stated the need for policy guidelines to be given to family members that want to prepare/dig their loved ones grave sites. Julio volunteered to check with other cemetery districts regarding their policies and report back in September. Discussion also took place regarding the need for reduced copies of plot maps that can then be used out of the office and in the cemetery. Kirk volunteered to take the plot maps for reduction copies. Jill was asked to send to the county a deposit of \$900 for the sale of plots. Bryce gave Judy paperwork on plots that have been re-sold and checked the card file for matching numbers. Judy designated a desk drawer to file the sales receipts. Kirk offered to assist Judy in any way possible and asked to have "administrative review" on each meeting agenda.

A review of the district's operations meeting held on 7/18 took place. Bob mentioned the group of "volunteer trees" growing behind the office need to be removed. Ritchey said the Sandy Gulch cemetery has old oaks that need attention. Bob agreed to meet with Josh Noble to look at tree work at both cemeteries. Kirk gave Bob a few tree company business cards to get bids.

Judy asked Ritchey to check the fencing as the newest grave preparation for R. Spicer had excess dirt deposited against the fence. Ritchey said he has been using his own sprayer for cemetery work. He has found a sprayer similar to his for

approximately \$300.00 at Guys Saw Center. He was authorized by the Trustees to purchase the sprayer.

Kirk said he has an estimate for repaving the old section of the cemetery and for sealing the new section. He said the quote is \$41,400. He said he'll get at least 1 more quote and report back at the September meeting.

Bryce informed that Volcano Telephone needs permission from the district Trustees to cut cement, run fiber optics and re-pour the cement. Kirk made the motion to allow Volcano to do the work necessary. Bryce seconded the motion. The vote was 5-0 to allow the work. Bryce will contact them.

The meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk