

WEST POINT CEMETERY DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING, AUGUST 6, 2024  
MINUTES

6:00 P.M. Cemetery Office

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

The minutes of the last meeting held on 7/2/24 were reviewed. Kirk made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 4 votes.

Correspondence for the month was presented. Jill read the 2023/2024 audit proposal letter from Cathy Castillo, CPA. The proposal quote is \$3250.00-\$3750.00. Bob made the motion to accept the proposed audit quote. Brian seconded the motion. The audit proposal was approved with 4 votes and the letter was signed.

Julio presented Resolution 2024-02 which modifies the District Bylaws to incorporate new plot fees and endowment care fund fees as well as restrictions regarding the reselling of plots stating the resale may only be to the Cemetery District. Discussion took place regarding the transfer between family members. A statement was added to the Resolution stating “interment rights within the family unit shall be handled administratively only”. Kirk made the motion to adopt Resolution 2024-02 as modified. Brian seconded the motion. The Resolution was adopted with 4 votes.

Discussion took place regarding a public service announcement about plot prices and availability. It was decided this information should be included in the “Welcome Packet”.

Discussion took place regarding the registration and investment to California CLASS investment services as presented at the July meeting. Julio stated we were told that we need a resolution from them to join the Joint Powers Authority (JPA). Julio said he’d follow up with the CLASS representative and present at the September meeting.

Bob stated the radar penetration contractor has finished the old section of the West Point Cemetery and will now move to the Sandy Gulch Cemetery. Brian suggested that the contractor look outside the fences at Sandy Gulch Cemetery as the fencing was placed much later than the beginning of the original cemetery. Discussion took place regarding “Imminent Domain” or “Adverse Possession”. Bob reported the contractor found 223 unidentified graves in the old section of the West Point Cemetery. Ritchey and Bob are marking the graves identified by radar with “Unidentified” and “Pioneer” markers so they will be identified for the

mower and tractor. Ritchey said they clean up and leave no tire tracks. Ritchey suggested placing "Home of the Unknown Pioneers" on the sign at the entrance of the West Point Cemetery.

Julio stated Marina Lewis, Deputy County Counsel is no longer working in the county but she referred all of the correspondence with Mr. and Mrs. Howse to Jonathan Frost within the same office. Julio read a letter prepared by Jonathan Frost stating Mr. and Mrs. Howse understand the risk of harm posed by the trees at Sandy Gulch Cemetery. It further states they voluntarily assume the risk of any damages to their property or persons and hold harmless Calaveras County and the West Point Cemetery District. It was unanimously agreed that Julio should send the letter as registered mail to be signed by Mr. or Mrs. Howse.

Ritchey gave the Caretaker's Report stating the ramp to the new podium is on hold due to the finding of unmarked graves around the podium. Discussion took place on ways to modify the podium with a hinged ramp. Ritchey said the ground penetration is the priority right now. He said Jill had forwarded the Worker's Comp safety information which he printed and filed after reading it.

The District's monthly bills were presented in 2 transmittals: \$2350.07 plus \$156.31 sales tax for out of state purchases charged on the Cal Card and \$1735.56 for the regular payables. Bob made the motion to pay the bills as presented. Brian seconded the motion. The bills were paid with 4 votes. There were no plot sales.

Kirk informed that he will be attending a conference in October for LAFCO.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk