

WEST POINT CEMETERY DISTRICT  
REGULAR MEETING  
TUESDAY OCTOBER 1, 2019  
MINUTES

6:00 P.M.

The meeting was called to order. Trustees Kirk Smith, Bob Stanford, Judy Garcia and Julio Guerra were present. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 9/3/19 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- Jill presented information she received from the CA Public Cemeteries Assoc. for software that will assist in tracking plots. Ritchey took the information and will also check if there are free modules that we can use.

Trustee's Reports- Kirk stated that he will have the binding done on the field maps by next month.

Caretaker's Report- Ritchey said he paid the website fee and will need to be reimbursed. Jill will check to see if GoDaddy is a vendor with the County and can be paid directly next time. Kirk said our new Trustee, Brian Smith, doesn't have computer service. Kirk told Brian that he will receive \$100.00 per month as a Trustee. Kirk said he'd authorize Ritchey to set up an email address for Brian. Kirk stated any of the Trustees should contact Ritchey for assistance in order to stay informed on the Cemetery's business. Kirk then asked that the moss be cleaned up in front of the office. Ritchey stated the prior drainage problem has been solved. He said the Spicer plot still needs to be cleaned. Discussion took place regarding a corporate card with Tractor Supply. Jill remembered that the last time an application was pursued nobody wanted to use their social security number as the responsible party. Bob stated he has materials to make the boundary template to be used site preparation. He said he got the measurement of 3' x 8' from grave digger, Ted Campbell. He said he'd keep the template in the shed. Bob said he'd place a plastic box outside the office for instruction on coordinating with Ritchey for site preparation. Julio will have the instructions ready by the November meeting. Ritchey said he needs 10'-12' of fencing at the Sandy Gulch Cemetery.

The District's payables were reviewed. Bob made the motion to pay all of the bills totaling \$1908.86. Judy seconded the motion. The bills were paid with 4 votes.

Old Business- Bob stated the tree removal and trimming project that Josh Noble had given a bid to perform has not been started yet. He said the mistletoe

removal was postponed until after the leaves drop from the trees. Bob said he'd follow up with Josh on the tree removal and trimming for right now.

New Business - Bob said he'd met with Burgess Asphalt Co. but has not received a bid yet. Kirk said he met with the CPA performing the independent audit for fiscal year 18/19 and shown them the cemetery and buildings. He said the newly remodeled Community Hall is asking for paintings and wondered about donating the office painting. The Trustees said no, it should remain in the cemetery office. Kirk said he and Ritchey will rehab the Smith Family headstones. Judy said that a plot had recently been sold in the center section. She said that section is not open for sale yet. Ritchey stated the center section could be used as part of community disaster relief by the Red Cross and FEMA. Bob apologized and will contact the person to re-sell an appropriate plot. Judy suggested that the trees be identified on our maps so plots aren't sold under trees. She said the surveyors pins must be found and encased in PVC pipes. She presented a check for the sale of 2 plots.

Kirk stated that it was preapproved in the budget to send Jill to the 2019 conference for Board Clerks and Secretaries. He said it will be November 12-14 in Monterey.

The meeting adjourned at 7:00 P.M.

Respectfully Submitted,

Jill Jenkins, Clerk