

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 5, 2021
MINUTES

6:00 P.M. Cemetery Office

Directors Kirk Smith, Judy Garcia, Bob Stanford, Julio Guerra and Brian Smith were present. Also present were Caretaker Ritchey Garrison, Clerk Jill Jenkins and Cathy Castillo, CPA.

The minutes of the last meeting held on 9/7/21 were reviewed. Bob made the motion to adopt the minutes as written. Judy seconded the motion. The minutes were adopted with 4 votes and 1 abstention (Julio wasn't present on 9/7/21). Bob stated the partitions that the Baptist Church wants to place on their lower driveway could be a problem for emergency service use. Brian thought Cal Fire could drag the partitions out of the way.

Cathy Castillo was given the opportunity to present the 2020/2021 Fiscal Year financial review. She stated the paving project totaling \$120,136.40 paid in July, 2020 should have come out of the reserves held for buildings. She said it did not come from reserves even though the Directors requested the transfer of reserve funds to cover the expense. Jill asked if the transfer could be made on the 2021/2022 final budget. Cathy confirmed that would be an appropriate way to make the correction. She suggested that the Financial Review be posted on the District's web site. She also suggested the historical relevance of the cemetery be promoted. She said she'd seen other historical cemeteries have brochures printed and placed in Visitor Centers, Realtor's welcome packets and events. Jill showed her the data printouts that we now have in addition to the card file. Cathy then left the meeting.

Kirk reported security for the equipment has been purchased and installed. He also reported the fencing is down at the Sandy Gulch cemetery in preparation for the tree project. Kirk reported the County Counsel doesn't want to issue a statement regarding the rental of the cemetery building. Bob said County Counsel wants to make sure the entire Cemetery Board is making the decision.

Correspondence for the month was presented. Jill informed the Directors that she was recently notified by the County Auditor's office the 2021/2022 Final Budget is due right away. Julio made the motion to adopt the Preliminary Budget as the Final Budget with the reserve transfer of \$120,136.40 to cover the paving project. Brian seconded the motion. The final budget was adopted with 5 votes.

Discussion regarding plot prices and Section O designation for cremation burials were tabled to the November meeting.

Kirk gave information regarding the potential use of the vacated office space as dictated by Government Code. Kirk stated the Code states the district must own, operate, improve and maintain the space. He said this is overseen by state code, the attorney general and LAFCO. Bob questioned whether owner/operator could mean to collect rent. Brian suggested that the Government Code be printed for the Directors and addressed at the November meeting.

Brian reported all of the paperwork is being prepared with the logger and the forester for the tree removal at the Sandy Gulch cemetery.

The District's payables totaling \$3076.49 were reviewed. Brian made the motion to pay the bills as presented. Bob seconded the motion. The bills were paid with 5 votes. Judy reported there had not been any plot sales. Jill was instructed to deposit a \$100.00 donation from Bob for the restoration of a bench.

Kirk asked that the November meeting agenda include the election of officers. The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk