

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, NOVEMBER 7, 2023
MINUTES

6:00 P.M. Cemetery Office

Chairman Julio Guerra called the meeting to order. Directors Guerra, Kirk Smith, Brian Smith, Judy Garcia and Robert Stanford were present. Also present were Groundskeeper Ritchey Garrison, Clerk Jill Jenkins and C.P.A. Cathy Castillo and Mayla Swift.

Julio stated Cathy and Mayla were first on the agenda to present the 2022/2023 Financial Review. Cathy explained the areas of focus for the Financial Review were the Endowment Fund and the Reserve Funds. She stated there was \$200.00 collected for the Endowment Fund which didn't get transferred when the county set up the fund. Julio explained that error was recently corrected and the transfer has now been made. She said the General Reserve fund should be supplemented with transfers from either the Equipment Reserve account or the Building Reserve account to cover the purchases of the tractor and the blower. Jill was asked to put the transfers on the December agenda. Cathy said it was a busy year for the district and thanked everyone for their prompt responses. She said they found no material modifications to the financial statements, which is the highest rating they can give. She asked that the Financial Review be posted to the district's website. Cathy and Mayla left the meeting.

The minutes of the last meeting held on October 3, 2023 were reviewed. Kirk made the motion to adopt the minutes as written. Brian seconded the motion. The minutes were adopted with 5 votes.

Correspondence for the month was presented. Everyone received a 2024 calendar from the CA Public Cemetery Association which featured the West Point Cemetery.

Julio gave the Chairman's Report. He stated there had been a meeting with a Deputy from County Counsel to go over options and legal steps regarding tree safety issues at the Sandy Gulch Cemetery. He said County Counsel will have a report in December. Brian reported that the buyers for the trees, Oneto and Blue Mountain Community Renewal Council are OK to carry the matter over for a year.

Jill reported a quote from Special District's Risk Management Authority for the upcoming Workers Compensation Insurance policy which was about half of the renewal quote from State Fund. She stated the process to join SDRMA required the adoption of several resolutions and a Joint Powers Authority agreement. She presented Resolutions 2023-03 for participation in the SDRMA, 2023-04 authorizing Workers Compensation coverage through SDRMA, 2023-05 for the consent to self-insure through the JPA and the actual Joint Powers Agreement.

Kirk made the motion to adopt all resolutions and the Joint Powers Agreement. Brian seconded the motion. All were adopted with 5 votes and signed as necessary. Julio will go to a Notary Public to sign one document and then mail the entire packet to SDRMA.

Bob stated he thinks the shelter specification he presented last meeting totaling \$6658.95 is the best option for housing the district's tractor. He said it will fit where the tractor is currently parked. Brian said he'd like to put the shelter next to the shed but it was decided that would be too close to existing graves. Ritchey said he'd like to see the shelter put on the pavement next to the driveway on Spink Rd. He said the pavement is 40' x 30'. He said the sides could be tarped for full enclosure. This matter was tabled to the December meeting.

Ritchey reported he and Kirk have been working on rebuilding the podium to have it useable for the Veteran's Day ceremony. The podium cost is approximately \$1800.00. The Directors thanked both Ritchey and Kirk for their work. Discussion took place on how to finish off the railing. Brian reminded everyone that he is storing cedar that can be cut and used. Ritchey reported the waddles have been placed and are ready for winter.

The District's monthly payables were reviewed in 2 transmittals: \$6337.05 for the regular payables (including the SDRMA quote) and \$1293.05 for the CalCard purchases. Kirk made the motion to pay both transmittals as presented. Bob seconded the motion. The bills were paid with 5 votes. Judy stated there were no recent plot sales.

Kirk brought up new business stating Ritchey would like time off for the Holidays. Kirk asked that the matter of approving 40 hours of vacation for Ritchey be addressed at the December meeting.

Brian reported he had spoken with Linda Toren about historical grants to pay for ground penetrating radar. Judy suggested that Brian contact Suzanne Smith to see if she could help with the grant writing.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk