

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING TUESDAY 11/8/22
MINUTES

6:00 P.M. District Office

Chairman Julio Guerra called the meeting to order. Directors Guerra, Judy Garcia, Kirk Smith, Brian Smith, Bob Stanford were present. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 10/4/22 were reviewed. Kirk 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. Brian will address the request from the CA Dept. of Forestry. Jill read an email from Attorney Robert Hunt regarding the requirements for an endowment fund.

Julio distributed a draft of Bylaws and asked the Directors to review for discussion at the December meeting. Julio stated the letter from Attorney Hunt verifies the need to designate an endowment fund, which is required for both private and public cemeteries. Kirk stated we've complied with the designation of \$35,000.00 which is confirmed in the 10/4/22 minutes. Kirk proposed that sales of plots will now include \$150.00 designated to the endowment fund making the total cost \$550.00 per plot to 12/31/22 and \$600.00 per plot starting 1/1/22 with \$200.00 designated to the endowment fund. Kirk asked if he could get approval to draft a letter to the County Supervisors to lobby for statewide change to exempt public cemeteries from the endowment care reserve fund requirements. Bob made the motion to approve Kirk's letter to the Supervisors. Judy seconded. Kirk was tasked to write the letter with 5 votes.

Judy and Jill will try to schedule the mapping of Section 5.

Bob reported that Josh Noble broke his leg about 3 weeks ago but was still able to complete our job while in a cast. Bob said he did a great job and trimmed some sugar pines also.

Ritchey reported that he's been busy cleaning up the fall leaves and branches. He said all machinery is running well. Brian said the cemetery looks great. All Directors agreed. Brian, Kirk and Ritchey looked at the big live oak tree and Brian recommends putting cables around to hold it together. Ritchey said he can trim it and have it ready for the cable. Brian suggested getting a bid from Clayton to do the entire job. Brian and Bob will meet with Clayton.

Kirk said he and Ritchey are concerned about the erosion situation in Section O, where there's a lot of dirt runoff. Kirk suggested adding a waddle to redirect the drainage. Ritchey said he'll check at West Point lumber to see if they have the materials. Brian reported that he ordered 4 maples which will be arriving in

January or February. He said the planting project may take a half day of equipment rent.

The District's Payables for the month were reviewed. Kirk made the motion to pay the bills totaling \$22,401.71. Brian seconded the motion. The bills were paid with 5 votes. Brian said he'd like to invest the endowment reserve fund. Judy said there had been no plot sales in October.

Kirk stated he had no idea that the district was not having a full audit performed annually by Cathy Castillo, CPA. He expressed disappointment that she hadn't informed about the endowment fund requirement and said he'd like to search for another independent auditor. Jill was asked to check with Murphys Cemetery district to see who they have perform audits and report back to the Directors.

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk