

WEST POINT CEMETERY DISTRICT
REGULAR MEETING
TUESDAY DECEMBER 3, 2019
MINUTES

6:00 P.M.

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

The minutes of the last meeting held on 11/5/19 were reviewed. Julio 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 reviewed. Jill gave an update regarding the Special District's Secretaries Conference which she attended. She said she made contact with the Coachella Valley Public Cemetery regarding their tracking software. Jill said she sees the need for our district to develop a Public Record retention policy to state how long records are held in the office. She was asked to bring an example to the January meeting.

The 2018/2019 Financial Review report from Cathy Castillo, CPA was tabled to the January meeting to enable the Directors to review her report.

The Trustee's Reports- Kirk presented a list of items the Building and Grounds ad hoc committee had prepared. Bob and Brian will report at the January meeting. Bob stated he had made a couple of bathroom keys. Judy stated she had assisted the location of sites for people. Julio presented the final guidelines for grave preparation to be given to the mortuaries and also place in a plastic covered box outside of the cemetery office so the public is informed. Brian stated he had visited the Sandy Gulch cemetery.

The Caretaker's Report- Ritchey said someone had been 4 wheeling in the snow, but there is no damage. He said the Sandy Gulch cemetery needs cleanup after the last storm and he will get to it. He said the oaks at the main cemetery are still dropping their leaves. Bob said we're holding on the mistletoe removal until all leaves have dropped. Kirk then gave information that he had researched a new rider mower. He said the mower we have is about 10 years old and was a homeowner's model. Ritchey and Kirk both stated the most important issue is the strength of the deck on the mower. Kirk said he went to dealers in San Andreas, Folsom, Citrus Heights and Guys Center in Pine Grove for quotes. He said Guys Center is going to give a 27% discount for government entity and a local warranty. Discussion took place regarding heavy gauge vs. homeowner's model. Brian made the motion to purchase the TORO model 5000 from Guys Center which had the lowest bid of \$12,347.07. Julio seconded the motion. The mower will be purchased with 5 votes.

The District's Payables were reviewed. Bob made the motion to pay the monthly bills as presented totaling \$2575.74. Judy seconded the motion. The bills were paid with 5 votes.

Plot Sales- Julio informed the Directors he had a meeting to sell 4 plots. Kirk asked that Judy be included in the meeting for training purposes. The time and date was decided and both Judy and Julio will be present.

The paving project was discussed. Bob and Kirk had met to develop specifications for paving and seal coating. Kirk said he has a list of paving companies to contact and Brian added a couple more to the list.

The meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk