

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING TUESDAY DECEMBER 6, 2022
MINUTES

6:00 P.M. District Office

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

The minutes of the meeting held on 11/8/22 were reviewed. Bob 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. Jill read an email from Murphys Cemetery District which stated they hire Ryan Jolley of Firebaugh to perform their annual audits. Kirk suggested that we develop a list of CPA firms which the county may provide that audit special districts. Some firms came up such as Moss, Levy and Hartzheim and also Willis and Walsh and Larry Bain. Julio will check on the requirements and interval periods for financial reviews versus audits. Jill stated Cathy Castillo, CPA will complete the State Controller's Report due in January, 2023.

Chairman Julio Guerra distributed a draft of the West Point Cemetery Bylaws, which has been reviewed by the County Counsel's office. Brian expressed his concern about the Supervisors appointing vacancies. Julio stated he'd already made the change to the Bylaws. Julio said the Procedures manual will follow.

The mapping of Section 5 is on hold due to weather and personal obligations.

Kirk informed that he's drafted a letter to Supervisor Garamendi to carry to the state level requesting that public cemeteries be exempt from endowment fund mandates. Discussion took place that some districts could have the ability to authorize an optional endowment fund versus a mandate. Julio said it would have to be a waiver from the existing law. He said the Association of Cemetery Districts has stressed it is mandatory at this time to collect the endowment funds. He stated the district can use the earnings from the endowment fund for operation expenses.

Brian reported he has contacted someone to take down the tree and remove the brush at the Sandy Gulch Cemetery. This person would like to work under the Blue Mountain Community Renewal Council, which is a charitable organization. He said working as a donation will save the district. Kirk said our district could give him a donation letter. Brian stated the work will take place next September so the ground is dry and he can burn the brush. Brian said they'll access through the neighbor's property. He said he'll prepare the AB49 paperwork on all properties.

The consensus of the Board was for Brian to proceed with the paperwork on the project and to take action at the January meeting.

Bob stated he'd received a quote from Clayton Lee regarding the trimming and bracing of the big live oak above Section O. He said a large snow storm could be a problem if the tree isn't braced. He said it's a nice tree and hopefully can be preserved. Clayton Lee quoted \$4500.00 which includes his equipment, chipping and hauling. Discussion took place regarding how soon we need the project completed. Ritchey stated it should be done as soon as possible. Julio called for a vote on this emergency action. Bob made the motion to hire Clayton Lee to trim and brace the oak tree for a fee of \$4500.00. Brian seconded the motion. Clayton was hired with 5 votes.

Ritchey reported he's very concerned about drainage in Section O. He said some areas have 2" of overtop dirt and the wattle system would divert the drainage. Judy agreed and said the plot pins are already covered with soil. Ritchey reported he's priced 25' wattle sections at Lowes for \$40.00 which he said is a great savings. He can purchase them with the Cal Card. Discussion took place regarding the placement of channels and wattles. Kirk said we'd need at least 8 sections. Brian suggested purchasing a pallet of wattle sections.

Kirk said there had been a burial today and he wanted to confirm that the paperwork was filed. Judy confirmed.

Brian reported that Ridge Road Garden Center will get at least 4 sugar maple trees and he said he'd donate one from his yard if we need another.

Kirk reported that a replacement blower will eventually be needed for a cost of approximately \$1600.00.

The district's monthly payables were reviewed totaling \$1172.13. Brian made the motion to pay them as presented. Kirk seconded the motion. The bills were paid with 5 votes. Judy stated there were no sales last month.

The election of officers for 2023 were discussed. Bob made the motion to nominate Julio for re-election as Chairman. Brian seconded the motion. Julio received 4 votes to retain the Chairman's seat.

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Jill Jenkins, Clerk