

WEST POINT CEMETERY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, DECEMBER 7, 2021
MINUTES

6:00 P.M. Cemetery Office

Directors Julio Guerra, Judy Garcia, Kirk Smith, Robert Stanford and Brian Smith were present. Also present were Groundskeeper Ritchey Garrison and Clerk Jill Jenkins.

The minutes of the last meeting held on 11/2/21 were reviewed. Kirk made the motion to adopt the minutes as written. Bob seconded the motion. The minutes were adopted with 5 votes.

The Chairman's Report- Julio reported that he'd talked with Sarah Edwards of the County Counsel's office. He said she indicated the district could rent the office space only if the income from the rent is necessary for the operations of the district. He stated if the district wants to rent the space again, it must go out for bids. Bob said the building was built with the intention of sharing it with the Sheriff's Dept. He said that having the Sheriffs here was a value to the community. Brian stated since we don't need the rent income to operate the cemetery the space will be better used for the district's own purposes. Julio then placed a call to Sarah Edwards.

Bob asked Sarah about the reference in her letter stating the district has the ability to sell, lease and/or donate to a nonprofit organization and if we were wrong in the past sharing the office with the Sheriffs Dept. Sarah replied there had not been an agreement signed with the Sheriffs Dept. at that time. She said the Health and Safety Code states a Cemetery District can sell, lease or donate if the cemetery doesn't need the space and only if it needs to create revenue to operate the cemetery. She said the space would then be designated as surplus and the cemetery must advertise for bids to rent the space. She said a board would need to determine how the revenue would assist in the operations and then a written lease would need to be developed. Julio thanked Sarah for her consultation and she hung up.

Julio asked if the Directors want to take action. Brian said he questions if the space is actually considered surplus. He said we can use it for our own purposes. Kirk made the motion to offer the space to the Groundskeeper to use until something else would better serve the district. Brian seconded the motion. The vote was 3 yeses (Julio, Kirk, Brian) and 2 abstentions (Bob and Judy).

Correspondence for the month was presented. There was no action necessary.

Discussion took place regarding the intent to raise plot prices. Kirk suggested the new prices should be \$400.00 to \$500.00 per standard plots. He said we'd need a public hearing to raise the prices with a notice in the newspaper that the district is considering adjusting the prices. Julio stated he'd check with Sarah Edwards and ask what is sufficient for making the announcement. The matter was tabled to January.

Discussion took place regarding the designation of Section O for cremation burials. Brian said Murphys Cemetery has a policy of a maximum of 3 cremation burials per plot. Judy said that will be really difficult to control. Ritchey suggested the district write By-Laws to cover such matters. Judy stated we should send a new mailing to the mortuaries covering our policies for depth, liner requirements, and disposal of excess dirt. Ritchey suggested

providing the contact information for grave diggers also. The matter of designating Section O was tabled to the January meeting.

Brian informed that the harvest plan for the Dept. of Forestry has arrived so the pine tree removal as Sandy Gulch can proceed. He said the logger would like us to furnish a low bed trailer for the removal. He estimated a cost of \$1000.00. Kirk made the motion to allocate \$1000.00 for the trailer. Brian seconded the motion. The motion passed with 5 votes.

Ritchey reported he's been clearing trees that have imbedded in the fencing. He's trying to save both the trees and the fencing. He said he'd been cleaning the oak leaves that have dropped this past month. He reported a problem with the bags on the mower, saying it's not a serious issue and he'd like to try to patch it. He said we could probably use a chipper and will get a price quote of a day rental. He said the Veterans Day celebration went well. Judy asked Ritchey to remove the broken white fencing and he agreed. Judy stated she has noticed some gravel and dirt has been scattered on other graves. She said she'd called Daneri's Mortuary and told them this is unacceptable. She was told it would be taken care of. Judy asked that disposal of excess dirt and gravel be made very clear in the new instructions to the mortuaries. She said she'd noticed that a headstone had been moved. Kirk and Ritchey said they were working with the family of the deceased on the matter. Judy said she's having trouble identifying a plot that has been curbed and she can't find that someone had purchased the plot. She said she's posted it on the maps so it won't be sold. Bob gave Judy the contact information for Jose Cerna as he usually does the curbing for families. Judy said she's been asked by a family to purchase a plot to plant a tree. She said we need a policy regarding tree planting for deceased family members. In the meantime, she said she'd call the family and say the matter is being researched and let them know not to plant a tree right now. Judy said the office answering machine isn't working.

The District's payables were reviewed in 2 transmittals: the regular payables totaling \$3838.23 and \$560.11 for the Cal Card purchases. Kirk made the motion to pay both transmittals as presented. Bob seconded the motion. The bills were paid with 5 votes.

Kirk stated someone has requested to exhume their family member's cremations and move them to another cemetery. He said he'd like proper documentation for our records. Judy suggested that he contact the County Coroner to request paperwork. Ritchey went online and found paperwork for exhumation.

Julio stated he's been checking and responding to the emails posted to our webpage. He'll continue to monitor them.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Jill M. Jenkins, Clerk