

West Side Cemetery District

MEETING

BOARD OF TRUSTEES

District Office Board Room

440 E. Cedar Street, Taft, CA. 93268

Phone (661)765-4505 Fax (661)765-6335 westsidecemetery.com

AGENDA

7:00 p.m.

July 17, 2018

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION:

ROLL CALL: SUMMERS, JORDAN, MONTGOMERY, BLACK, MELTON

PUBLIC COMMENT: (5 min. time limit)

CORRESPONDENCE:

ANNOUNCEMENTS:

APPROVAL OF MINUTES: May 15, 2018 /June 19, 2018

APPROVAL OF FINANCIAL STATEMENTS: June, 2018

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Wells Fargo Advisors, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: June, 2018

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 10 services in June for a total of 125 services for the fiscal year compared with 123 services at the same time last year. Manager has prepared the Final 2018/2019 budget for adoption. Manager attended the General Manager Leadership Summit at Squaw Valley on August 24 – 26. Manager continues working on the process of up-dating and

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rewriting the WSCD Employee and Policy Manual. Office Manager continues fine tuning the mapping program. Grounds Crew has been cleaning up after the Memorial Day Event, services, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

Current Business:

1. District Manager will present proposed Final budget for the 2018-2019 fiscal year for adoption. Discussion and Action.
2. Request Board open Discussion regarding accepting credit cards. Discussion and Action
3. Update the new District web site that was supposed to go live on May 1st. is still a work in progress. Discussion and Action.
4. Request Board open discussion in regards to up-coming employee retirement plans and 401A plan. Discussion and Action.

Unfinished Business:

1. Facebook ongoing 01/16/18
2. Cemetery policy procedures in progress 09/21/2015
3. Progress on different types of revenue options on-going 06/21/16
4. Cemsites Burial Program Mapping ongoing 7/23/2013
5. Midway Cemetery easement and boundaries. 10//15/2015
6. Flower Policy and possible changes

BOARD MEMBER INPUT:

This Portion of the meeting is reserved for Trustees to present information, announcements, or other items that have come to their attention. A Board member may request that an item be placed on the agenda for consideration at a future meeting or refer an item to the District Manager for a formal report. The Board will take no formal action.

MEETING ADJOURNED:

THE NEXT MEETING WILL BE HELD: August 21, 2018

Notes

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