

# ***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.

April 17, 2018

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

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

**PUBLIC COMMENT:** (5 min. time limit)

**CORRESPONDENCE:** LAFCo

#### **ANNOUNCEMENTS:**

**APPROVAL OF MINUTES:** February 20, 2018

**APPROVAL OF FINANCIAL STATEMENTS:** February, March, 2018

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Wells Fargo Advisors, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** February, March, 2018

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

#### **MANAGER'S REPORT:**

The District performed 10 services in February and 8 in March for a total of 95 services for the fiscal year compared with 91 services at the same time last year. Manager and Office Manager had an online training with I.E.S. our website host and designer up-dating and making

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**Board Members:** \*Gary Summers \*Roger Montgomery \*Robyn Melton \*Robert Jordan \*Don Black  
**Staff:** \*Joel Bauer-Manager \*Joyce Blue-Office Manager

necessary changes to our website bringing it into compliance with ADA laws. Manager, District Foreman, and Trustees' Melton and Summers attended the Annual CAPC conference in San Luis Obispo on February 22-24. Manager attended the SDRMA Spring Education Day in Sacramento on March, 20. Manager continues working on the process of up-dating and rewriting the WSCD Employee and Policy Manual. Office Manager continues fine tuning the mapping program. Grounds Crew has started preparation for the Memorial Day Event and been busy with services, trimming trees, maintaining the cemetery, and day-to-day operations.

### **AGENDA ITEMS:**

#### **Current Business:**

1. Request Board Members review and discuss flower policy and possible changes. Discussion and Action.
2. Request Board select a candidate for the LAFCo "Special District Representative" and direct Manager to cast District vote. Discussion and Action.
3. Manager has started preparation for the Memorial Day Event. Discussion and Action.
4. The new District web site will go live on May 1<sup>st</sup>. Discussion and Action.
5. John Blomberg with Blomberg & Griffin will be here to go-over and answer any questions the Board may have regarding the 2017 annual audit at the May 15, Board meeting. Discussion and Action.
6. Request Board Members and Staff that attended the CAPC Conference in San Luis Obispo give report. Discussion and Action.

#### **Unfinished Business:**

1. Facebook ongoing 01/16/18
2. Cemetery policy procedures in progress 01/16/18
3. Progress on different types of revenue options on-going 06/21/16
4. Cemsites Burial Program Mapping ongoing 10/20/15

### **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: May 15, 2018**

# Notes

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