



West Side Cemetery District

440 E. Cedar Street, Taft, Ca 93268

Phone: (661) 765-4505 Fax: (661) 765-6335

Email: wscd@hughes.net

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
February 20, 2018

CALL TO ORDER: Gary Summers called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Roger Montgomery led Flag Salute.

INVOCATION: Robert Jordan

PRESENT WERE: Jordan, Melton, Summers, Montgomery, Black, Manager Joel Bauer, and Office Manager Joyce Blue

ABSENT WERE: None

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: SDRMA new rates for 2019. County of Kern 2017-2018 Property Tax Administration cost calculation \$4,103.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the January 16, 2018, meeting, Gary Summers seconded the motion. Motion passed Five (5) to Zero (0).
- 2) **Approval of Financial Statements:** Roger Montgomery made a motion to approve the Financial Statements for the month of January 2018. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robyn Melton made a motion to approve the cash disbursements for January 2018, for checks 6411 through 6436 for \$12,995.60. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

Transaction Detail by account (Payroll): Roger Montgomery made a motion to approve the cash disbursements for January 2018, for checks 1140 through 1147 and AJE's for \$68,408.11 Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 18 services in January for a total of 77 services for the fiscal year compared with 70 services at the same time last year. Manager and Office Manager have been working with I.E.S. our website host and designer to up-date and make necessary changes to our website making it easier to use and bring it into compliance with ADA laws. Manager has made all necessary arrangements for staff and Board Members attending the Annual CAPC conference in San Luis Obispo on February 22-24. Manager has up-dated WSCD statement of facts, SDRMA comp and liability insurance facts for 2018. Manager continues working on the process of up-dating and rewriting the WSCD Employee and Policy Manuel. Office Manager continues fine-tuning the mapping program. Grounds Crew has been busy with services, trimming trees and, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Board Members to renew their 700 forms for this year and turn them into the District Office in early March. Discussion only.
- 2) Updated Board Member's personal information. Discussion only.
- 3) Roger Montgomery made a motion to postpone March 20, 2018, Board meeting. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
- 4) Due the County of Kern employee health insurance premium cost reduction the District will not be changing health insurance plans. Discussion only.
- 5) Don Black made a motion to allow District Manager, Joel Bauer to rerun for the CSDA Board of Directors for another three –year term. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

Unfinished Business List:

- 1) Face book 10/20/2016 – on going.
- 2) Cemetery policy procedures manual 09/21/2015
- 3) Progress on different types of revenue options. 06/21/2016
- 4) Midway Cemetery Boundaries 07/23/2013
- 5) Midway Cemetery Easement 10/15/2015
- 6) Cemsites Burial Program Mapping 10/20/2015

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting adjourned 7:40 p.m.

The next Meeting will be April 17, 2018

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary