

West Side Cemetery District

440 E. Cedar Street
Taft, CA 93268
Phone (661) 765-4505
Fax (661) 765-6335
wscd@hughes.net

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
September 19, 2017

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

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: Charlie Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: None.

ANNOUNCEMENTS: Trustee Carolyn Jackson resigned on September 1, 2017. Robyn Melton appointed to Board on September 12, 2017.

- 1) **Approval of Minutes:** Roger Montgomery made a motion to approve the Minutes of the August 15, 2017, meeting. Don Black seconded the motion. Motion passed Four (4) to Zero (0). Robyn Melton abstained.
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of August 2017. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).

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

3) Approval of Monthly Disbursements:

Transaction Detail by Account (General): Gary Summers made a motion to approve the cash disbursements for August 2017, for checks 6286 through 6309 for \$27,226.05. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

Transaction Detail by account (Payroll): Don Black made a motion to approve the cash disbursements for August 2017, for checks 1113 through 1119 and AJE's for \$57,654.49. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 9 services in August and has performed 21 services for the fiscal year compared with 22 services at the same time last year. Manager took some vacation time. Manager and Board Members Jackson, Black, Summers, and Jordan attended the Brown Act Compliance seminar in Bakersfield on August 16. Manager met with Wiley Hughes of Hughes Surveying on September 5, regarding the Midway Cemetery boundaries and easement. Manager implemented merit raises authorized by Board at the August meeting. Office Manager was able to take some time off to welcome her new Granddaughter and, continues fine-tuning the mapping program. Grounds Crew has been busy cleaning up after two major windstorms, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Midway Cemetery boundaries and easement. Discussion only, no action taken.
- 2) Progress on Revenue Options: Don Black made a motion to approve designating six sites 27 graves per site for 162 graves as premium graves and increase cost by \$500.00 per grave, raising cost to \$1120.00 per grave. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0). District Foreman Nick Ward gave presentation on revenue progress and new Niche bank. Discussion only, no action taken.

Unfinished Business List:

- 1) Face book 10/20/2016
- 2) Employee health insurance 10/20/2016
- 3) Cemetery policy procedures manual 09/21/2015
- 4) Progress on different types of revenue options. 06/21/2016
- 5) Midway Cemetery Boundaries 07/23/2013
- 6) Midway Cemetery Easement 10/15/2015
- 7) Cemsites Burial Program Mapping 10/20/2015
- 8) Purple Pipe 9-19-2017

BOARD MEMBER ITEMS: Trustee Roger Montgomery request District Manager set up a public forum with Board Members from the High School, West Side Park & Rec, City of Taft, West Kern Water and West Side Cemetery to discuss purple pipe.

MEETING ADJOURNED: Meeting adjourned 7:54 p.m.

The next Meeting will be October 17, 2017

Respectfully Submitted,

Gary Summers - Chairman