



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
September 18, 2018

CALL TO ORDER: Gary Summers called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE: Roger Montgomery led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: Black & Melton

GUESTS WERE: Charlie Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: SDRMA workers compensation letter of congratulations on no claims for the fiscal year 2017/2018.

ANNOUNCEMENTS: KCSDA meeting October 18, 11:30 a.m. Received check from SDRMA for continuing education for \$1000.00. Office Manager demonstrated the new website for the Board Members.

- 1) **Approval of Minutes:** Roger Montgomery made a motion to approve the Minutes of the August 21, 2018, meeting. Gary Summers seconded the motion. Motion passed Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Gary Summers made a motion to approve the Financial Statements for the month of August, 2018. Roger Montgomery seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Roger Montgomery made a motion to approve the cash disbursements for August, 2018, for checks 6574 through 6590 for \$18,463.45. Robert Jordan seconded the motion. Motion passed Three (3) to Zero (0).

Transaction Detail by account (Payroll): Gary Summers made a motion to approve the cash disbursements for August 2018, for checks 1179 through 1183 and AJE's for \$49,745.89. Robert Jordan seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

The District performed 8 services in August for a total of 16 services for the fiscal year compared with 19 services at the same time last year. Manager attended the Kern County Legislative tour on September 13. Manager continues working on the process of up-dating and rewriting the WSCD Employee and Policy Manual. Manager filled in for Office Manager allowing her to take some well-deserved vacation. Office Manager continues up-dating mapping program, and taking some vacation time. Grounds Crew has been taking care of services, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Board directed District Manager to pursue paying bills with credit card.
- 2) Robert Jordan made a motion to direct District Manager pursue partnering with Fellows American Legion Post 63 in taking donations for the cemetery. Roger Montgomery seconded the motion. Motion passed Three (3) to Zero (0).
- 3) Discussion regarding employee salaries and comparisons. Discussion only. Table to October 16, 2018 meeting.

Unfinished Business List:

- 1) Face book 10/20/2016 – on going.
- 2) Cemetery policy procedures manual 09/21/2015
- 3) Midway Cemetery Boundaries & Easement 10/15/2015

BOARD MEMBER ITEMS: Trustee Roger Montgomery discussion on headstones covered in mud.

MEETING ADJOURNED: Meeting adjourned 8:20 p.m.

The next Meeting will be October 16, 2018

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary