



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
July 17, 2018

CALL TO ORDER: Gary Summers called the meeting to order at 7:13 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: August 8th CSDA Harassment Training in Bakersfield. Sept. 24-27, CSDA Conference in Indian Wells. Oct. 5-6, CAPC Seminar in Tahoe.

ANNOUNCEMENTS: West Side Cemetery voted for District Manager to be on the Board of Director for CSDA

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the May 15, 2018, meeting. Robert Jordan seconded the motion. Motion passed (4) to Zero (0). Don Black abstained.
Approval of Minutes: Don Black made a motion to approve the Minutes of the June 19, 2018, meeting, with correction to Present Were: Melton, Summers, Black, Manager Joel, District Foreman Nick Ward and, Office Manager Joyce Blue. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0). Roger Montgomery and Robert Jordan abstained.
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of June, 2018. Don Black seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robert Jordan made a motion to approve the cash disbursements for June, 2018, for checks 6530 through 6549 for \$24,648.55. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

Transaction Detail by account (Payroll): Gary Summers made a motion to approve the cash disbursements for June 2018, for checks 1168 through 1172 and AJE's for \$48,385.84. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' 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 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:

- 1) Don Black made a motion to adopt the final budget for 2018/2019 fiscal year. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).
- 2) Request Board open discussion regarding accepting credit cards. Discussion only.
- 3) The new District website that was supposed to go live on May 1st is still a work in progress. Discussion only.
- 4) Don Black made a motion to approve District Manager open a 401A retirement plan and have District pay the \$1,000.00 annual fee. Robyn Melton 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
Discussion on getting donations from various oil company's and business to build monument to oil workers and how they would be recognized.
- 4) Midway Cemetery Boundaries 07/23/2013
- 5) Midway Cemetery Easement 10/15/2015

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting adjourned 8:55 p.m.

The next Meeting will be August 21, 2018

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary