



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
June 19, 2018

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

PLEDGE OF ALLEGIANCE: Nick Ward led Flag Salute.

INVOCATION: Joel Bauer

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

ABSENT WERE: Montgomery & Jordan

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** May 15, 2018, Minutes tabled to July 17, 2018, Board Meeting due to a lack of quorum. Don Black abstained, Robert Jordan and Roger Montgomery absent.
- 2) **Approval of Financial Statements:** Gary Summers made a motion to approve the Financial Statements for the month of May, 2018. Don Black seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Don Black made a motion to approve the cash disbursements for May, 2018, for checks 6505 through 6529 for \$57,430.64. Robyn Melton 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 May 2018, for checks 1163 through 1167 and AJE's for \$48294.94. Don Black seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

The District performed 10 services in May for a total of 115 services for the fiscal year compared with 117 services at the same time last year. Manager has prepared the 2018/2019 budget for adoption. Manager and Staff completed a successful Memorial Day Event. 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 preliminary budget for 2018/2019 fiscal year. Gary Summers seconded the motion. Motion passed Three (3) to Zero (0).
- 2) Report on the Memorial Day event. Discussion only.
- 3) The new District website that was supposed to go live on May 1st is still a work in progress. District Manager and Office Manager met with I.E.S. on June 6, 2018. Discussion only.
- 4) Board discussion on setting up a 401A retirement plan for up-coming employee's retirement. District Manager will do some more research on 401A Plans and bring back to the July Board Meeting. Discussion only.

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

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting adjourned 8:02 p.m.

The next Meeting will be July 17, 2018

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary