



***West Side Cemetery District***

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Regular Monthly Board of Trustees Meeting  
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268  
August 21, 2018

**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:** Melton, Summers, Black, Montgomery, Jordan, Manager Joel Bauer and, District Foreman Nick Ward

**ABSENT WERE:** None

**GUESTS WERE:** None

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**ANNOUNCEMENTS:** Manager has been re-elected to the CSDA Board. Manager made arrangements for Manager and Trustee Summers to attend CSDA and CAPC Conferences.

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the July 17, 2018, meeting. Don Black seconded the motion. Motion passed Five (5) to Zero (0).
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of July, 2018. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Don Black made a motion to approve the cash disbursements for July, 2018, for checks 6550 through 6573 for \$22,802.06. 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 July 2018, for checks 1173 through 1178 and AJE's for \$64,612.87. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).

**MANAGERS' REPORT:**

The District performed 8 services in July for a total of 8 services for the fiscal year compared with 10 services at the same time last year. Manager was able to take one week of vacation. Manager took care of the credit card issue with Bank of America. 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, and taking some vacation time. District Foreman has taken some vacation time. Grounds Crew has been taking care of services, maintaining the cemetery, and day-to-day operations.

**AGENDA ITEMS:**

- 1) Discussion regarding employee salaries and comparisons. Discussion only. Table to September 18, 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 07/23/2013
- 4) Midway Cemetery Easement 10/15/2015

**BOARD MEMBER ITEMS:** None

**MEETING ADJOURNED:** Meeting adjourned 7:31 p.m.

The next Meeting will be September 18, 2018

Respectfully Submitted,

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Roger Montgomery – Vice Chairman/Secretary