

# ***West Side Cemetery District***

## **MEETING**

### **BOARD OF TRUSTEES**

District Office Board Room

440 E. Cedar Street, Taft, CA. 93268

Phone (661)765-4505 Fax (661)765-6335 westsidecemetery.com

### **AGENDA**

7:00 p.m.

**September 18, 2018**

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

**ROLL CALL:** SUMMERS, JORDAN, MONTGOMERY, BLACK, MELTON

**PUBLIC COMMENT:** (5 min. time limit)

#### **CORRESPONDENCE:**

**ANNOUNCEMENTS:** KCSDA Meeting Oct. 18, 11:30 am

**APPROVAL OF MINUTES:** August 21, 2018

**APPROVAL OF FINANCIAL STATEMENTS:** August, 2018

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Wells Fargo Advisors, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** August, 2018

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

#### **MANAGER'S 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

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

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:**

#### **Current Business:**

1. Request Board consider going to paying all District bills with credit card. Discussion and Action.
2. Request Board considers partnering with Fellows American Legion Post 63 in taking donations for the cemetery. Discussion and Action.
3. Discussion regarding employee salaries and comparisons. Discussion and Action

#### **Unfinished Business:**

1. Facebook ongoing 10/20/16
2. Cemetery policy procedures in progress 09/21/2015
3. Midway Cemetery easement and boundaries. 10//15/2015

### **BOARD MEMBER INPUT:**

This Portion of the meeting is reserved for Trustees to present information, announcements, or other items that have come to their attention. A Board member may request that an item be placed on the agenda for consideration at a future meeting or refer an item to the District Manager for a formal report. The Board will take no formal action.

### **MEETING ADJOURNED:**

**THE NEXT MEETING WILL BE HELD:** October 16, 2018

# Notes

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