



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
October 16, 2018

CALL TO ORDER: Gary Summers called the meeting to order at 7:08 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: Charlie Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Email from Trustee Roger Montgomery concerning a power sweeper.

ANNOUNCEMENTS: KCSDA Meeting October 18, 11:30 at Hodel's in Bakersfield. Shirley Salas CAPC & Visalia Cemetery Board Member passed away, District Manager will be attending the funeral service on Tuesday 23rd.

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the September 18, 2018, meeting. Gary Summers seconded the motion. Motion passed Three (3) to Zero (0). Don Black & Robyn Melton abstained.
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of September, 2018. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robyn Melton made a motion to approve the cash disbursements for September, 2018, for checks 6591 through 6612 for \$27,216.05. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
Transaction Detail by account (Payroll): Roger Montgomery made a motion to approve the cash disbursements for September 2018, for checks 1184 through 1188 and AJE's for \$58,129.60. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 5 services in September for a total of 21 services for the fiscal year compared with 31 services at the same time last year. Manager and Trustee Summers attended the CSDA Annual Conference at Indian Wells on September 25-27 and the CAPC Education Conference at So. Lake Tahoe on October 6-7. Manager has completed rewriting the WSCD Employee and Policy update, for Board review. Office Manager continues up-dating mapping program and ironing out issues with new website. Grounds Crew has been taking care of services, preparing new bench site on north side of mausoleum and maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) District Manager and Trustee Summers gave report on the CSDA conference on September 24-27 at Indian Wells. Discussion only.
- 2) District Manager and Trustee Summers gave report on CAPC conference at South Lake Tahoe, October 5-6. Discussion only.
- 3) Don Black made a motion to approve a 5% salary increase for upper management and middle management, and a 3% salary increase for all other staff, retroactive to July 1, 2018. 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) Midway Cemetery Boundaries & Easement 10/15/2015

BOARD MEMBER ITEMS: Trustee Roger Montgomery made a request District Manager add to the agenda for November 20, Board meeting partnering with the American Legion in taking donations for the cemetery.

MEETING ADJOURNED: Meeting adjourned 8:25 p.m.

The next Meeting will be November 20, 2018

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary