



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
December 18, 2018

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

PLEDGE OF ALLEGIANCE: Don Black 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: None

PUBLIC COMMENT: None

CORRESPONDENCE: Letter from Kevin McCarthy to District Manager. West Kern Water, notice time for annual BFP testing.

ANNOUNCEMENTS: Holiday dinner December 21, 2018 6:00 p.m. OT's Cookhouse

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the October 16, 2018, meeting. Robyn Melton 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 October, 2018. Don Black seconded the motion. Motion passed Five (5) to Zero (0).

Don Black Made a Motion to approve the Financial Statements for the month of November, 2018. Gary Summers 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 October, 2018, for checks 6613 through 6643 for \$30,439.66. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).

Gary Summers made a motion to approve the cash disbursements for November, 2018, for Checks 6644 through 6665 for \$27,393.52. Robert Jordan 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 October 2018, for checks 1189 through 1193 and AJE's for \$57,520.62. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

Don Black made a motion to approve the cash disbursements for November 2018, for checks 1194 through 1197 and AJE's for \$43,164.95. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 13 services in October and 7 services in November for a total of 45 services for the fiscal year compared with 53 services at the same time last year. Manager and Trustee Summers attended the KCSDA Annual Fall Meeting in Bakersfield on October 18. Manager has completed rewriting the WSCD Investment policy, for Board review and adoption. Blomberg & Griffin Accountancy Corp. started the WSCD annual audit on December 10th and 11th. Manager made necessary arrangements for the WSCD Holiday dinner at OT's Cookhouse on the 21st. 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, raising and cleaning headstones, and maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Request by Trustee Montgomery to revisit partnering with Fellowes American Legion Post 63 in taking donations for the cemetery. Discussion only.
- 2) Final draft of Cemetery Employee, Cemetery policy and Procedures Manual. Discussion only.
- 3) Don Black made a motion to adopt the West Side District Cemetery Investment Policy. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 4) Request Board members to inform Manager whether or not they plan to attend the 61st Annual CAPC Conference to be held in Monterey on March 7-9, 2019. Discussion only.
- 5) Christy Vault has notified WSCD that affective January 1, 2019 there will be a price increase on all products that we currently use. The total impact on the District will be about \$7,000 per year. Therefore in light of this the Manager is requesting the Board begin to consider a price increase on the services we provide. Discussion only.

Unfinished Business List:

- 1) Face book 10/20/2016 – on going.
- 2) Midway Cemetery Boundaries & Easement 10/15/2015

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting adjourned 8:22 p.m.

The next Meeting will be January 15, 2019

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary

