



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
January 15, 2019

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

ABSENT WERE: None

GUESTS WERE: Charlie Landwehr and Rena Linder

PUBLIC COMMENT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: Cole Karr has been selected as the new Central Network Coordinator for CSDA. Kirk Hendricks, Representative for Christy Vault passed away suddenly.

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the December 18, 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 December, 2018. Don Black 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 December, 2018, for checks 6666 through 6688 for \$19,697.47. 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 December 2018, for checks 1198 through 1204 and AJE's for \$86,819.68. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 11 services in December for a total of 56 services for the fiscal year compared with 59 services at the same time last year. Manager hosted successful Holiday dinner for Board Members and Staff at OT's Cookhouse on December 21, 2018. Manager made the necessary arrangements for Board and Staff members attending the CAPC Annual Conference in Monterey. Office Manager continues up-dating mapping program and ironing out issues with the new website. Grounds Crew has been taking care of services, cleaning up after major wind storm, raising and cleaning headstones, and maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Review and adopt West Side District open casket policy. Policy to take effective January 16, 2019. Table to February 19, 2019 meeting. District Manager will make corrections to the policy. Discussion only.
- 2) Gary Summers made a motion to approve a 7% price increase effective February 1, 2019. Don Black seconded the motion. Motion passed Five (0) to Zero (0).
- 3) Gary Summers made a motion to approve the District's participation in co-sponsoring the CAPC Annual Conference to be held in Monterey on March 7-9, 2019, by allocating "Platinum" co-sponsor fee for \$350.00 and to call the allocation membership. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).

Gary Summers made a motion to approve the District to make a gift basket not to exceed \$250.00 for the CAPC Annual Conference to be held in Monterey on March 7-9, 2019. Don Black seconded the motion. Motion passed Four (4) to One (1). Gary Summers: Yes, Robert Jordan: Yes, Robyn Melton: Yes, Don Black: Yes and Roger Montgomery: No.

- 4) Don Black made a motion to approve District Manager sending letter to various service clubs and organizations inviting them to join in the campaign to raise funds for special projects for the Cemetery. District manager to revise letter, change Oil Workers monument to Oil Workers Memorial, a modest administration fee of 5% to 10%, and to cc to all services Clubs. Gary Summers seconded the motion. Motion passed Five (5) to Zero (0).

Unfinished Business List:

- 1) Face book 10/20/2016 – on going.
- 2) Midway Cemetery Boundaries & Easement 10/15/2015
- 3) Adding Solar panels to all cemetery buildings. 01-15-2019

BOARD MEMBER ITEMS: Chairman Gary Summers and Trustee Robert Jordan chosen for the Veterans Honor Flight to Washington DC on February 2, 2019. District Manager will add to February 19, 2019 agenda adding solar panels to all cemetery buildings.

MEETING ADJOURNED: Meeting adjourned 8:36 p.m.

The next Meeting will be February 19, 2019

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary

