

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.

March 19, 2019

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION:

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

PUBLIC COMMENT: (5 min. time limit)

CORRESPONDENCE:

ANNOUNCEMENTS: Office Manager has set date for her retirement. District Manager has received the Ruben Siemens – Wayne Byington Memorial Award.

APPROVAL OF MINUTES: February 19, 2019

APPROVAL OF FINANCIAL STATEMENTS: February, 2019

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Wells Fargo Advisors, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: February, 2019

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 4 services in February for a total of 72 services for the fiscal year compared with 87 services at the same time last year. Manager, District Foreman, and two District Trustees attended the 61st Annual CAPC Conference in Monterey on March 7 -9.

The Boardroom of West Side Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance by contacting the District at 440 E. Cedar St Taft, CA.93268 or by calling (661) 765-4505. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

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Staff: *Joel Bauer-Manager *Joyce Blue-Office Manager

Manager continues writing draft Social Media Policy. Manager has begun preparation for the WSCD 2019-2020 budget. Manager and Office Manager have completed reviewing the 2017-2018 draft audit and have set a tentative date for Blomberg & Griffin Accountancy Corp. to give presentation to WSCD Board. Office Manager continues up-dating mapping program and ironing out issues with new website. Grounds Crew has been taking care of services, spring cleaning, aerating and testing irrigation systems in preparation for summer, raising and cleaning headstones, and maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

Current Business:

1. Review and plan time line for Office Manager/Secretary replacement. Discussion and Action.
2. Request Board and Staff Members who attended the CAPC Annual Conference in Monterey give verbal report. Discussion and Action.
3. Manager is requesting that the regular WSCD Board meeting set for May 21st be moved to May 14th to allow Manager and any Trustees wishing to attend the CSDA Legislation Days in Sacramento. Discussion and Action.
4. Request the Board to do their Annual Filing of Statements of Economic Interest. (AKA. 700 Forms). Discussion and Action.

Unfinished Business:

1. Facebook ongoing 10/20/16
2. Midway Cemetery easement and boundaries. 10//15/2015

Other Board Items:

CSDA Annual Conference, September, 25-28. CSDA Legislative Days May 21-22.

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: April 16, 2019

Notes

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