

# ***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.

April 16, 2019

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

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

#### **INVOCATION:**

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

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

#### **CORRESPONDENCE:**

#### **ANNOUNCEMENTS:**

**APPROVAL OF MINUTES:** March 19, 2019

**APPROVAL OF FINANCIAL STATEMENTS:** March, 2019

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Wells Fargo Advisors, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** March, 2019

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

#### **MANAGER'S REPORT:**

The District performed 10 services in March for a total of 82 services for the fiscal year compared with 91 services at the same time last year. Manager attended the SDRMA safety specialist meeting in Sacramento on March 26. Manager and Trustee Summers attended the

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

KCSDA meeting in Bakersfield on April 11. Manager and Office Manager met with Daryl Christensen on April 2, in regards to up-dating all District Computers. Manager filed the annual 700 forms with the county. Manager met with Bryan Williams, Field rep for Zack Scrivner in regards to Board Members being sworn-in. Manager continues writing draft Social Media Policy. Manager has been compiling information and working on the WSCD 2019-2020 budget. Manager and District Foreman have completed the DOORS/ROORS reporting for the District bringing us into compliance until 2027. 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 review and update flower policy. Discussion and Action.
3. Request Board consider information for 401a plan for District Employees. 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:** May 14, 2019

# Notes

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