



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
March 19, 2019

CALL TO ORDER: Gary Summers called the meeting to order at 7:09 p.m.

PLEDGE OF ALLEGIANCE: Roger Montgomery led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

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

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the February 19, 2019, meeting with correction to approval of financial Robert Montgomery seconded the motion should read Roger Montgomery seconded the motion. Roger Montgomery 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 February, 2019. Robert Jordan 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 February, 2019, for checks 6711 through 6733 for \$33,951.85. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
Transaction Detail by account (Payroll): Robert Jordan made a motion to approve the cash disbursements for February, 2019, for checks 1210 through 1214 and AJE's for \$52,229.25. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' 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. 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-today operations.

AGENDA ITEMS:

- 1) Review and plan time line for Office Manager/Secretary replacement. Discussion only.
- 2) Request Board and Staff Members who attended the CAPC Annual Conference in Monterey give verbal report. Discussion only.
- 3) Don Black made a motion to change the regular WSCD Board meeting set for May 21st is moved to May 14th to allow Manager and any Trustees wishing to attend the CSDA Legislation Days in Sacramento. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 4) Request the Board to do their Annual Filling of Statements of Economic Interest (700 forms). Discussion only.

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

Other Board Items:

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

BOARD MEMBER ITEMS:

MEETING ADJOURNED: Meeting adjourned 8:20 p.m.

The next Meeting will be April 16, 2019

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary