



## ***West Side Cemetery District***

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Regular Monthly Board of Trustees Meeting  
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268  
April 16, 2019

**CALL TO ORDER:** Gary Summers called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Robin Melton led Flag Salute.

**INVOCATION:** Robert Jordan

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

**ABSENT WERE:** Black

**GUESTS WERE:** Larry Robison, Joe Sanchez, Rick Blue and 23 News Channel

**PUBLIC COMMENT:** Larry Robison asked the Board to review and reconsider changing the flower policy. Joe Sanchez commented on the flower policy.

Agenda Item # 2: At this time, the Board discussed the flower policy and made a motion to revisit the policy at the May 14<sup>th</sup> Board Meeting.

**CORRESPONDENCE:** None

**ANNOUNCEMENTS:** Purchased 2 new computers

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the March 16, 2019, meeting. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0). Don Black absent
- 2) **Approval of Financial Statements:** Gary Summers made a motion to approve the Financial Statements for the month of March, 2019. Robert Jordan seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Robyn Melton made a motion to approve the cash disbursements for March, 2019, for checks 6734 through 6755 for \$16,818.89. Roger Montgomery seconded the motion. Motion passed Four (4) to Zero (0).

**Transaction Detail by account (Payroll):** Robyn Melton made a motion to approve the cash disbursements for March, 2019, for checks 1215 through 1219 and AJE's for \$51,825.27. Roger Montgomery seconded the motion. Motion passed Four (4) to Zero (0).

**MANAGERS' 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 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:**

- 1) Gary Summers made a motion to approve hiring Manager/Secretary in March 2020. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 2) Roger Montgomery made a motion to revisit the flower policy at the May 14<sup>th</sup> Board Meeting. Robert Jordan seconded the motion. Motion passed Four (4) to Zero (0).
- 3) Roger Montgomery made a motion to approve setting up a 401A plan for the District Employees, to start July 1, 2019. Robyn Melton Seconded the motion. Motion passed Four (4) 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

**Other Board Items:**

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

**BOARD MEMBER ITEMS:** Trustee Robyn Melton discussion on donation of trees and memorial plaques. Trustee Roger Montgomery discussion on the Niche Bank project.

**MEETING ADJOURNED:** Meeting adjourned 8:13 p.m.

The next Meeting will be May 14, 2019

Respectfully Submitted,

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Roger Montgomery – Vice Chairman/Secretary

