



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
May 14, 2019

CALL TO ORDER: Gary Summers called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE: Joyce Blue led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: Joe & Christina Sanchez

PUBLIC COMMENT: Joe Sanchez discussion on flower policy.

CORRESPONDENCE: None

ANNOUNCEMENTS: No Board Meeting in June

Agenda Item # 1: At this time, John Blomberg of Blomberg & Griffin Accountancy Corporation gave presentation on 2017-2018 Final Audit.

Agenda Item # 2: At this time, the Board discussed the flower policy and made a motion to rewrite the policy and revisit the policy at the July 16, 2019 Meeting.

- 1) **Approval of Minutes:** Roger Montgomery made a motion to approve the Minutes of the April 16, 2019, meeting. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0). Don Black absent
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of April, 2019. Robin Melton 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 April, 2019, for checks 6757 through 6782 for \$32,288.73. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

Transaction Detail by account (Payroll): Don Black made a motion to approve the cash disbursements for April, 2019, for checks 1220 through 1224 and AJE's for \$51,956.64. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 5 services in April for a total of 87 services for the fiscal year compared with 105 services at the same time last year. Manager and Chairman Summers have been preparing for the annual Memorial Day event to be held on Monday, May 27th. Manager has been compiling information and working on the WSCD 2019-2020 preliminary budget. Manager met with Tony Charondo to look at possible sites for new niche banks on April 23rd. Office Manager continues up-dating mapping program and ironing out issues with new website. Grounds Crew has been taking care of services, cleaning in preparation for the Memorial Day program, raising and cleaning headstones, maintaining the cemetery, and day-to-day operations.

Board of Trustees made a motion to have a retiring of torn and tattered flags ceremony on June 14, 2019, 10:00 a.m. at the West Side Cemetery, organized by American Legion Post 63/West Side Cemetery.

AGENDA ITEMS:

- 1) Robert Jordan made a motion to adopt the 2017/2018 final District Audit as presented by John Blomberg of Blomberg Z& Griffin Accountancy Corporation. Don Black seconded the motion. Motion passed Five (5) to Zero (0).
- 2) As per Board request at April meeting, revisit, review and update flower policy. Discussion, inclusion on District Policy to rewrite and review at July 16, 2019 Meeting.
- 3) Robert Jordan made a motion to have District Manager proceed with offering public opportunity to donate money to be used for selected set of trees to be placed in cemetery at designated areas determined by the cemetery with a plaque identifying the individual or family making the donation. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 4) Don Black made a motion to approve the proposal from Tony Charondo (Christy Vault), in regards to the new niche banks and for District Manager to proceed with project. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 5) Don Black made a motion to adopt 2019/2020 preliminary budget and include a 3% raise for all District Staff. Roger Montgomery 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

Other Board Items: None

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting Adjourned: 9:20 p.m.

The next Meeting will be July 16, 2019, there will be no meeting in June.

Respectfully Submitted,

Roger Montgomery – Vice Chairman/Secretary