

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.

November 19, 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: October 15, 2019

APPROVAL OF FINANCIAL STATEMENTS: October, 2019

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Wells Fargo Advisors, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: October, 2019

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 3 services in October total of 22 for the fiscal year compared with 34 services at the same time last year. Manager has been working on the secession plan for the next two years. Office Manager has been working with District Foreman on cross training for her job. Office Manager has moved her retirement date up to the end of March 2020.

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.

Board Members: *Gary Summers *Roger Montgomery *Robyn Melton *Robert Jordan *Don Black

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

The District hosted Blomberg and Griffin Accountancy Corporation, and begun the audit process. Office Manager continues up-dating mapping program and ironing out issues with new website. Grounds Crew performed one disinterment and has been taking care of services, repairing sprinkler system issues, raising and cleaning headstones, removing infractions of new flower policy, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

Current Business:

1. Request Board review secession plan for Office Manager and District manager. Discussion and Action.
2. Request Board discuss changes in Wells Fargo, with Sandra Wheeler's leaving. Discussion and Action.
3. Request Board consider Annual Holiday Dinner tentatively set for December 20th at OT's Cookhouse. Discussion and Action.
4. Request Board consider attending 62nd Annual CAPC Conference to be held February 20 – 22 in Oxnard, Ca. Discussion and Action.

Unfinished Business:

Other Board Items:

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: December 17, 2019

Notes

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