

# ***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.

December 17, 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:** November 19, 2019

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

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Wells Fargo Advisors, LLC Investment Accounts

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

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

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

The District performed 4 services in November total of 26 for the fiscal year compared with 45 services at the same time last year. Manager has been working on the secession plan for the next two years. District Manager has hired Sandra Wheeler from Stifel Investment services to take over WSCD investments currently with Wells Fargo. Office Manager and District Manager

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

started all necessary paper work with Marcus Marshall for the 401 Money Purchase plan. District Manager took two days of vacation and did some consultant work for the Pajaro Valley Cemetery District. District Manager and Office Manager are currently reviewing first draft of the 18-19 audit. Office Manager continues working with District Foreman on cross training for her job. Office Manager continues up-dating mapping program and ironing out issues with new website. Grounds Crew 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 and adopt Resolution for 401a plan for employees. Discussion and Action.
2. Request Board consider and explore health insurance options for post and present employees. Discussion and Action.
3. Request by Board Member Montgomery to have Chairman appoint Ad-Hock committee to explore other investment options available to the District. 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:** January 21, 2019

# Notes

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