



West Side Cemetery District

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

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

PLEDGE OF ALLEGIANCE: Cole Watkins led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: Charlie Landwehr & Cole Watkins

PUBLIC COMMENT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the October 15, 2019, meeting. Robert Jordan seconded the motion. Motion passed. Five (5) to Zero (0).
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of October, 2019. Robyn 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 October, 2019, for checks 6903 through 6928 for \$21,609.52. Don Black 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 October, 2019, for checks 1253 through 1257 and AJE's for \$53,686.60. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

Board Members: ☺ Gary Summers-Chairman ☺ Robyn Melton-Vice-Chair/Secretary ☺ Roger Montgomery ☺ Robert Jordan ☺ Don Black **Staff:** ☺ Joel Bauer-District Manager ☺ Joyce Blue- Office Manager.

MANAGERS' 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 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:

- 1) Request Board review secession plan for Office Manager and District Manager. Discussion only.
- 2) Don Black made a motion to change from Wells Fargo, LLC Investments to Stifel Investment Company. Robert Jordan seconded the motion. Motion passed Four (4) to One (1). Roll Call: Gary Summers-Yes, Robert Jordan-Yes, Robyn Melton-Yes, Don Black-Yes, and Roger Montgomery- No.
- 3) Robert Jordan made a motion to approve Annual Holiday dinner for December 20th at OT's Cookhouse at 6:00 p.m. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 4) Request Board consider attending 62nd Annual CAPC Conference to be held February 20-22 in Oxnard, CA. Discussion Only.

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting Adjourned: 8:12 p.m.

The next Meeting will be December 17, 2019.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary

Board Members: ☺ Gary Summers-Chairman ☺ Robyn Melton-Vice-Chair/Secretary ☺ Roger Montgomery ☺ Robert Jordan ☺ Don Black **Staff:** ☺ Joel Bauer-District Manager ☺ Joyce Blue- Office Manager.