

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.

January 21, 2020

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: December 17, 2019

APPROVAL OF FINANCIAL STATEMENTS: December, 2019

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Wells Fargo Advisors, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: December, 2019

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 5 services in December total of 31 for the fiscal year compared with 56 services at the same time last year. Manager has been making the necessary arrangements for Staff and Trustees attending the CAPC Annual Conference in February. 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

Have put the 401A Money Purchase plan with ICMA-RC in place. District Manager and Office Manager have reviewed draft of the 18-19 audit: a representative from Blomberg & Griffin Accountancy Corp. will be at the February 18th meeting to present it to the board for questions, discussion and adoption. Office Manager and District Foreman have been doing some intense training for her job. Grounds Crew has been taking care of services, preparing and installing the new ossuary option for cremains interment. 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 to inform Manager if they want to participate in regards to hospitality Sponsor and gift baskets. Discussion and Action.
2. Request Board consider pay-out to Joyce Blue for her accrued sick/vacation time in February. Discussion and Action.
3. Request Board to review final audit from Blomberg & Griffin Accountancy Corp. for questions and adoption at the February 18, 2020 regular meeting. Discussion and Action.
4. Request Board consider pricing options and launch of the new ossuary. 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: February 18, 2020

Notes

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