



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
December 17, 2019

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

PLEDGE OF ALLEGIANCE: Robyn Melton 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: Cole Watkins

PUBLIC COMMENT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the November 19, 2019, meeting. Robyn Melton seconded the motion. Motion passed. Five (5) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of November, 2019. Roger Montgomery 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 November, 2019, for checks 6929 through 6950 for \$19,187.99. 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 November, 2019, for checks 1258 through 1263 and AJE's for \$63,065.95. 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 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 started all necessary paper work with Marcus Marshall for the 401A 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:

- 1) Don Black made a motion to adopt Resolution #1-19 for 401A plan for employees. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).
- 2) Don Black made a motion to approve the District pay a stipend of \$525.00 a month for post and present employees to age 65 in lieu of County of Kern Health Insurance. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
- 3) At the request of Trustee Roger Montgomery Chairman Gary Summers appointed Roger Montgomery and Gary Summers as Ad-Hock committee to explore other investment options available to the District. Ad-Hock committee to report back to the District at the March 2020 Board Meeting.

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: Trust Roger Montgomery discussion on building niche banks in a high visibility area instead of at the mausoleum. Trustee Robert Jordan discussion on building ossuary for placement of cremains and discussion on Oildorado in 2020.

MEETING ADJOURNED: Meeting Adjourned: 8:00 p.m.

The next Meeting will be January 21, 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.