



West Side Cemetery District

440 E. Cedar Street, Taft, Ca 93268

Phone: (661) 765-4505 Fax: (661) 765-6335

Email: wscd@hughes.net

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
January 21, 2020

CALL TO ORDER: Gary Summers called the meeting to order at 7:08 p.m.

PLEDGE OF ALLEGIANCE: Robert Jordan 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: Manager Bauer has been reelected as CSDA president. He will be presenting a Scholarship check for \$2000.00 to Erubiel Monterrosa on behalf of CSDA on Thursday the 23rd of January 2020.

- 1) **Approval of Minutes:** Roger Montgomery made a motion to approve the Minutes of the November 19, 2019, meeting. Don Black 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. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robyn Melton made a motion to approve the cash disbursements for December, 2019, for checks 6951 through 6972 for \$15,184.43. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

Transaction Detail by account (Payroll): Robyn Melton made a motion to approve the cash disbursements for December, 2019, for checks 1264 through 1268 and AJE's for \$70,681.67. Robert Jordan 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 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 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 Bloomberg & 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 for cremains internment. 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 approve the District's participation in co-sponsoring the CAPC Annual Conference to be held in Oxnard on February 20-22, 2020, by allocating "platinum" co-sponsor fee for \$225.00 and to call the allocation membership. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).

Don Black made a motion to approve the District to make a gift basket not to exceed \$275.00 for the CAPC Annual Conference to be held in Oxnard on February 20-22, 2020. Robyn Melton 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.

- 2) Gary Summers made a motion to approve the retirement payout to Joyce Blue for the amount of \$49,826.40 prior the her retiring at on March 27th, 2020. Robert Jordan seconded the motion. Roll call vote, Gary Summers: yes, Robert Jordan: Yes, Robyn Melton: Yes, Roger Montgomery: Yes, Don Black: Yes.
- 3) Request Board to review final audit from Bloomberg & Griffin Accountancy Corp. for questions and adoption at the February 18, 2020 regular meeting. Discussion only.
- 4) Request Board consider pricing options and launch of the new ossuary. Discussion only.

Unfinished Business List: None

Other Board Items: Christy Vault Co. submitted an estimate to install 140 niches at an estimated cost of \$70,000.00.

BOARD MEMBER ITEMS: Trustee Roger Montgomery discussion on building niche banks in a high visibility area instead of at the mausoleum.

MEETING ADJOURNED: Meeting Adjourned: 8:05 p.m.

The next Meeting will be February 18, 2020.

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.