

# ***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.

June 16, 2020

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

**ROLL CALL:** SUMMERS, JORDAN, MONTGOMERY, BLACK, MELTON

**PUBLIC COMMENT:** (5 min. time limit)

**CORRESPONDENCE:** request for street name change, Pay roll company changing.

#### **ANNOUNCEMENTS:**

**APPROVAL OF MINUTES:** May 19, 2020

**APPROVAL OF FINANCIAL STATEMENTS:** May, 2020

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** May, 2020

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

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

The District performed 10 services May, for a total of 70 for the fiscal year compared with 97 services at the same time last year. Assistant Manager Ward continues to split his time between the grounds and office, we have lifted most of the COVID19 restrictions as of the 1<sup>st</sup>. Manager has completed the 20/21 Preliminary Budget. Construction has begun on the new niche bank,

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 \*Nick Ward-Assistant Manager

Grounds Crew set flags out on Vet graves and put avenue flags out for Memorial Day, and has been taking care of services, working on the new niche bank, maintaining the cemetery, and day-to-day operations.

### **AGENDA ITEMS:**

#### **Current Business:**

1. Up-date Board on progress of the new niche bank and ossuary. Discussion and Action.
2. Request Board review and adopt preliminary budget for 20-21. Discussion and Action.
3. Update Board on COVID19 rules and regulations and plan for future rules and policies. Discussion and Action.
4. Request Board consider purchase of 16-foot flatbed trailer from District Manager Bauer for \$1000.00. 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:** July 21, 2020

# Notes

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 \*Nick Ward-Assistant Manager