



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
May 19, 2020

CALL TO ORDER: Gary Summers called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Robert Jordan

PRESENT WERE: Summers, Jordan, Montgomery, Don Black, Manager Joel Bauer, and District Assistant Manager Nick Ward

ABSENT WERE: Robyn Melton

GUESTS WERE: Cole Watkins.

PUBLIC COMMENT: None

CORRESPONDENCE: SDRMA has announced that they will increase the cost of District Liability Insurance by 37%.

ANNOUNCEMENTS: Kern County Auditor estimates a decrease in oil and gas revenue by 8%.

1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the February 18, 2020, meeting. Roger Montgomery seconded the motion. Motion passed. Four (3) to Zero (0), and (1) Abstain.

2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of February, March and April, 2020. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

3) **Approval of Monthly Disbursements:**

Transaction Detail by Account (General): Robert Jordan made a motion to approve the cash disbursements for February, March and April, 2020, for checks 6999 through 7057 for \$49,634.04. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

Transaction Detail by account (Payroll): Robert Jordan made a motion to approve the cash disbursements for February, March and April, 2020, for checks 1274 through 1296 and AJE's for \$210,670.05. Don Black seconded the motion. Motion passed four (4) 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 11 services in February, 6 in March and 6 in April for a total of 60 for the fiscal year compared with 87 services at the same time last year. Office Manager Blue's last day was March 27, 2020 at which time Assistant Manager Ward took over her duties. Manager has been working on the 20-21 Preliminary Budget. Assistant Manager has been dividing his time in the office and directing Grounds Crew, Manager and Assistant Manager made several changes to services in order to comply with the COVID-19 rules and guidelines set forth by the State Governor's Office. The District had two Employees off for 14 days one tested positive for COVID-19 and one sheltered in place in accordance with guidelines. Grounds Crew has been taking care of services, raising and cleaning headstones, removing infractions of new flower policy, maintaining the cemetery, and day-to-day operations.

AGENDA ITEMS:

- 1) Update board on progress of the new niche bank and ossuary. Discussion only
- 2) Request for Board to review preliminary budget for 20-21. Discussion only
- 3) Request Board discuss COVID-19 rules and regulations and plan for future rules and policy. Discussion only

Unfinished Business List: None

Other Board Items: Ossuary sign design and material

BOARD MEMBER ITEMS: Robert Jordan made a request to have the answering machine message changed.

MEETING ADJOURNED: Meeting Adjourned: 8:18 p.m.

The next Meeting will be June 16, 2020.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary