

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.

July 21, 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, payroll company changing.

ANNOUNCEMENTS:

APPROVAL OF MINUTES: June 16, 2020

APPROVAL OF FINANCIAL STATEMENTS: June, 2020

*Balance Sheet

*Profit & Loss YTD Comparison

*Profit & Loss Budget vs. Actual

* Stifel, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: June, 2020

* Transaction Detailed by Account (General)

*Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 5 services June, for a total of 75 for the fiscal year compared with 125 services at the same time last year. Assistant Manager Ward continues to split his time between the grounds and office, Manager took two weeks' vacation, and assistant manager took one week. Manager has completed the 20/21 final budget. Construction continues on the new niche

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

bank. The district hosted the fourth of July fireworks show. Grounds crew helped with set-up and clean-up of fourth of July fireworks show, 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 final budget for 20-21. Discussion and Action.
3. Request board to authorize increasing credit card limit from \$5,000 to \$25,000 in order to pay monthly bills via credit card. Discussion and action.
4. Request Board fill out new signature cards for the county. Discussion and action.
5. Request board authorize adding employee name to sign checks. 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: August 18, 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