



## ***West Side Cemetery District***

440 E. Cedar Street, Taft, Ca 93268

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Regular Monthly Board of Trustees Meeting  
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268  
June 16, 2020

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

**PLEDGE OF ALLEGIANCE:** Cole Watkins led Flag Salute.

**INVOCATION:** Robert Jordan

**PRESENT WERE:** Summers, Jordan, Melton, Manager Joel Bauer, and District Assistant Manager Nick Ward

**ABSENT WERE:** Don Black, Roger Montgomery

**GUESTS WERE:** Cole Watkins.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Request for street name change from East Cedar street to Bob Hampton street. Also the District was notified that Benefitmall will no longer administer our payroll. ADP is going to assume the account and provide payroll services.

**ANNOUNCEMENTS:** none

- 1) **Approval of Minutes:** Gary summers made a motion to approve the Minutes of the May 19th, 2020, meeting. Robyn Melton seconded the motion. Motion passed. three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of May, 2020. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Robyn Melton made a motion to approve the cash disbursements for May, 2020, for checks 7058 thru 7072 for \$7028.57. Robert Jordan seconded the motion. Motion passed Three (3) to Zero (0).  
  
**Transaction Detail by account (Payroll):** Robyn Melton made a motion to approve the cash disbursements for May, 2020, for checks 1297 through 1300 and AJE's for \$45,187.30. Robert Jordan seconded the motion. Motion passed Three (3) 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 10 services in the month of 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. The district has lifted most of the COVID19 restrictions as of the 1<sup>st</sup> of June. Manager has completed the 20/21 Preliminary Budget. Construction has begun on the new niche bank, Grounds Crew set out flags on Veterans graves and put out Avenue flags for Memorial Day, and has been taking care of services, working on the new niche bank, maintaining the cemetery, and daily 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. The preliminary budget was approved. Bob Jordan made the motion to approve, Robyn Melton seconded the motion. Motion passed three (3) to zero (0).
- 3) Request Board discuss COVID-19 rules and regulations and plan for future rules and policy. Discussion only.
- 4) Request board consider purchase of a 16 foot flatbed trailer from District Manager Bauer for the sum of \$1,000.00. discussion and action. A motion was made to approve purchase of the trailer for \$1,000.00 by Gary Summers and motion was seconded by Robyn Melton. Motion passed (3) to (0).

**Unfinished Business List: None**

**Other Board Items:** Ossuary sign design and material

**BOARD MEMBER ITEMS:** none

**MEETING ADJOURNED:** Meeting Adjourned: 7:58 p.m.

The next Meeting will be July 21, 2020.

Respectfully Submitted,

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Robyn Melton – Vice Chair/Secretary