



## **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  
July 21, 2020

**CALL TO ORDER:** Gary Summers called the meeting to order at 7:12 p.m.

**PLEDGE OF ALLEGIANCE:** Robyn Melton led Flag Salute.

**INVOCATION:** Robert Jordan

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

**ABSENT WERE:** none

**GUESTS WERE:** Cole Watkins.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** KCERA has changed the retirement contribution rate from .5495 to .5764.

**ANNOUNCEMENTS:** none

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the June 16th, 2020, meeting. Robyn Melton seconded the motion. Motion passed. three (3) to Zero (0). (2) abstained.
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of June, 2020. Don Black seconded the motion. Motion passed Three (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Gary Summers made a motion to approve the cash disbursements for June, 2020, for checks 7039,7068,7069,7070 and 7072 thru 7094 for \$18,554.29. Don Black seconded the motion. Motion passed Three (5) to Zero (0).  
  
**Transaction Detail by account (Payroll):** Gary Summers made a motion to approve the cash disbursements for June, 2020, for checks 1303 through 1307 and AJE's for \$60,031.27. Don Black seconded the motion. Motion passed Three (5) to Zero (0).

### **MANAGERS' REPORT:**

**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.

The District performed 5 services in the month of May, 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 week's vacation, and Assistant Manager took one week. Manager has completed the 20/21 Final Budget. Construction continues on the new niche bank; the District hosted the fourth of July fireworks show. Grounds Crew helped with the set-up and clean-up for the fourth 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:**

- 1) Update board on progress of the new niche bank and ossuary. Discussion only
- 2) Request for Board to review and adopt final budget for 20-21. The board has decided to adopt the final budget. Robert Jordan made a motion and Don Black seconded the motion, motion passed Five (5) to Zero (0).
- 3) Request Board authorize increasing credit card limit from \$5000 to \$25,000 in order to pay monthly bills via credit card. Discussion and action. Board advises Manager to pursue a increase in credit card limit to \$25,000, with stipulations in credit card use policy. Discussion only.
- 4) Request board fill out new signature cards for the county. Discussion and action. Board members Black, Melton, and Montgomery signed new cards for the county.
- 5) **Request Board authorize adding employee name to sign checks. Discussion and action. Discussion only.**

**Unfinished Business List: None**

**Other Board Items:**

**BOARD MEMBER ITEMS:** Robert Jordan would like to have copies of "Consumers Guide to Funeral and Cemetery Purchases" printed for board to reference.

**MEETING ADJOURNED:** Meeting Adjourned: 7:40 p.m.

The next Meeting will be August 18, 2020.

Respectfully Submitted,

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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.