



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

440 E. Cedar Street, Taft, Ca 93268

Phone: (661) 765-4505 Fax: (661) 765-6335

Email: [wscd@hughes.net](mailto:wscd@hughes.net)

Regular Monthly Board of Trustees Meeting  
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268  
August 18, 2020

**CALL TO ORDER:** Gary Summers called the meeting to order at 7:10 p.m.

**PLEDGE OF ALLEGIANCE:** Roger Montgomery 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:** CAPC has asked that members fill out a questionnaire regarding concerns about Covid-19 and conference scheduled for march 2021.

**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 July, 2020. Roger Montgomery seconded the motion. Motion passed Five (5) to Zero (0).

3) **Approval of Monthly Disbursements:**

**Transaction Detail by Account (General):** Robert Jordan made a motion to approve the cash disbursements for July, 2020, for checks 7097 thru 7111 and ACH's for a total of \$20,024.30. Don Black seconded the motion. Motion passed Five (5) to Zero (0).

**Transaction Detail by account (Payroll):** Robert Jordan made a motion to approve the cash disbursements for July, 2020, for checks 1308 through 1318 and AJE's for \$53,009.60. Don Black seconded the motion. Motion passed Five (5) 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 7 services in the month of July, for a total of 7 for the fiscal year compared with 7 services at the same time last year. Assistant Manager Ward took several personal days off. Manager revised and up-dated Credit Card Policy to coincide with changing operation style of the District. Construction continues on the new niche bank. Grounds crew 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 no action.
- 2) Request for Board adopt revised credit card policy increasing limit. Board has decided to increase credit card limit to forty thousand dollars to pay bill via credit card. Roll call vote resulted in a Five (5) to Zero (0) decision in favor if the revision in credit card policy.
- 3) Request Board authorize stamp signatures for Board Chairman (John Summers) and Board Vice Chairman (Robyn Melton) for the purpose of signing checks and District documents. Robyn Melton mad the motion to authorize the use of a signature stamp to sign checks and documents. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).

**Unfinished Business List: None**

**Other Board Items:**

**BOARD MEMBER ITEMS:** none

**MEETING ADJOURNED:** Meeting Adjourned: 8:10 p.m.

The next Meeting will be September 15, 2020.

Respectfully Submitted,

\_\_\_\_\_

Robyn Melton – Vice Chair/Secretary