

# ***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.

November 17, 2020

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

**ROLL CALL:** SUMMERS, JORDAN, MONTGOMERY, BLACK, MELTON

**PUBLIC COMMENT:** (5 min. time limit)

**CORRESPONDENCE:** none

**ANNOUNCEMENTS:** none

**APPROVAL OF MINUTES:** October 20, 2020

**APPROVAL OF FINANCIAL STATEMENTS:** October, 2020

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** October, 2020

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

#### **MANAGER'S REPORT:**

The District performed 13 services in October, for a total of 33 for the fiscal year compared with 25 services at the same time last year. Manager and Assistant Manager continue working toward transition when Manager retires. Assistant Manager has been working on District revenue saving options, along with revenue generating options. Construction continues on the

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**Board Members:** \*Gary Summers \*Roger Montgomery \*Robyn Melton \*Robert Jordan \*Don Black

**Staff:** \*Joel Bauer-Manager \*Nick Ward-Assistant Manager

new niche bank. Assistant Manager continues working with ADP payroll company to transition from Benefitmall payroll. Grounds crew has been taking care of services. Working on the niche bank, and maintaining the cemetery grounds and equipment.

### **AGENDA ITEMS:**

#### **Current Business:**

1. Update Board on progress of the new niche bank and ossuary. Discussion and Action.
2. Request Board to review and amend part-time/temporary employee sick time policy. Discussion and Action.
3. Update Board on progress with regards to security, tree dedication, facebook. Discussion only.
4. Executive session: closed session pursuant to Government Code 54957 Public Employment District Manager. 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:** December 15 , 2020

# Notes

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