



## ***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  
October 20, 2020

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

**PLEDGE OF ALLEGIANCE:** Nick Ward led the Flag Salute.

**INVOCATION:** Robert Jordan

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

**ABSENT WERE:** Don Black

**GUESTS WERE:** Cole Watkins.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** ADP payroll co.

**ANNOUNCEMENTS:** Assistant Manager has been appointed to KCSDA board of directors.

- 1) **Approval of Minutes:** Robert Jordan made a motion to approve the Minutes of the September 15th, 2020, meeting. Robyn Melton seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of September, 2020. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Robert Jordan made a motion to approve the cash disbursements for September, 2020, for checks 7135 thru 7153 and ACH's for a total of \$11,607.82. Roger Montgomery seconded the motion. Motion passed Four (4) to Zero (0).  
  
**Transaction Detail by account (Payroll):** Robert Jordan made a motion to approve the cash disbursements for September, 2020, for checks 1326 through 1332 and AJE's for \$45,794.65. Robyn Melton seconded the motion. Motion passed Four (4) 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 September, for a total of 20 for the fiscal year compared with 17 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 options. Construction continues on the new niche bank. Manager continues to work on increasing credit limit for the purpose of streamlining accounts payable. Grounds crew has been taking care of services. Working on the niche bank. Also maintaining the cemetery grounds and equipment.

**AGENDA ITEMS:**

- 1) Update board on progress of the new niche bank and ossuary. Discussion only no action.
- 2) Tabled from September meeting: Request for Board to consider possibilities for scattering garden for cremains. Discussion and action. Roger Montgomery suggested that Assistant Manager research the details involved in creating a scatter garden. Discussion only.
- 3) Request Board consider some different types of cost cutting options.
  - a) Security
  - b) Phone system
  - c) Employee uniforms

Roger Montgomery made a motion to pursue a change regarding uniforms for district employees. Also continue looking into options for phone systems and security. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

- 4) Request Board consider some revenue generating options. Discussion and action.
  - a) Selling upgraded flower vases
  - b) Using Facebook as advertisement.
  - c) Tree dedication

Roger Montgomery made a motion to item (b) to use Facebook as a means of advertisement. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

- 5) Request Board consider Holiday Dinner. Discussion and action.

Robyn Melton made a motion to postpone the Holiday Dinner to another date to be determined. Roger Montgomery seconded the motion. Motion passed Four (4) to Zero (0).

**Unfinished Business List: None**

**Other Board Items:**

**BOARD MEMBER ITEMS:** none

**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.

**MEETING ADJOURNED:** Meeting Adjourned: 8:25 p.m.

The next Meeting will be November 17, 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.