



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
November 17, 2020

CALL TO ORDER: Gary Summers called the meeting to order at 7:06 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led the Flag Salute.

INVOCATION: Joel Bauer

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

ABSENT WERE: Robert Jordan

GUESTS WERE: Cole Watkins.

PUBLIC COMMENT: None

CORRESPONDENCE: Les Clark WSRPD Manager and LAFCO Executive Officer Blair Knox

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the October 20th, 2020, meeting. Roger Montgomery seconded the motion. Don Black abstained. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of October, 2020. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Roger Montgomery made a motion to approve the cash disbursements for October, 2020, for checks 7154 thru 7178 and ACH's for a total of

Transaction Detail by account (Payroll): Roger Montgomery made a motion to approve the cash disbursements for October, 2020, for checks 1333 through 1339 and AJE's for \$45,777.23. Don Black 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 ☺ Nick Ward-Interim Manager.

The District performed 13 services in the month of 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 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. 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) Request board to review and amend part-time/temporary employee sick time policy. Discussion and Action. Board of trustees made a motion to adopt and approve the amendment to the Districts policy on part-time and temporary employees. Don Black made the motion and Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 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. Board entered into Closed session at 7:47pm to 8:05pm. A motion was made to promote Assistant Manager to Interim Manager effective November 18, 2020. Also, approve promotion to District Manager on January 2, 2021. Motion passed Four (4) to Zero (0).

Unfinished Business List: Scattering Garden information and prices.

Other Board Items:

BOARD MEMBER ITEMS: none

MEETING ADJOURNED: Meeting Adjourned: 8:13 p.m.

The next Meeting will be December 15, 2020.

Respectfully Submitted,

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 ☺ Nick Ward-Interim Manager.