

# ***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.

February 16, 2021

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

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

#### **INVOCATION:**

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

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

**CORRESPONDENCE:** Hal Wilkes from Christy Vault, Cole Karr with CSDA. KCERA, SDRMA, Kern County Assessors Office, Kern County Public Works, California State Controller, California State Social Security Administration.

**ANNOUNCEMENTS:** Tim Unruh with North Kern Cemetery has announced his retirement. Dedicated WSCD Board Member Roger Montgomery passed away. Taft City has decided to change the name of East Cedar street.

**APPROVAL OF MINUTES:** January 19, 2021

**APPROVAL OF FINANCIAL STATEMENTS:** January 19, 2021

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** January, 2021

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

The Boardroom of West Side Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance by contacting the District at 440 E. Cedar St Taft, CA.93268 or by calling (661) 765-4505. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

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

**Staff:** \*Nick Ward-General Manager

## **MANAGER'S REPORT:**

The District performed 12 services in January, for a total of 65 for the fiscal year. Manager has been working on District revenue saving options, along with revenue generating options. Construction continues on the new niche bank. Manager continues to work with KCERA and ADP on the KCERA file which should be complete at this time. Manager has been busy with previous managers retirement and health benefits changes. Manager has finally made some progress with regards to our Verizon account. Manager has completed AB1234 Ethics Training, also Sexual Harassment Training via Zoom with SDRMA. 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. Update Board on retirement and post retirement benefits. Discussion and action.
3. Update Board on progress with regards to security, uniforms, tree dedication, Facebook. Discussion and action.
4. Update board on progress with Agreement for CORONAVIRUS Relief Fund. Discussion and action.
5. Request Board to approve a dedication name plaque for Roger Montgomery to be added to Board Member Memorial, located at the WSCD Mausoleum. Discussion and action.
6. Request Board to consider officially naming the new niche bank. 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:** March 16, 2021

# Notes

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