



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268
December 15, 2020

CALL TO ORDER: Gary Summers called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE: Roby Melton 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: Cole Karr and Les Clark with regards to the Agreement Coronavirus Relief Fund Program. Discussion.

ANNOUNCEMENTS: none

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the November 17, 2020 board meeting and also, the minutes from the December 7, 2020 special board meeting. Robyn Melton seconded the motion. Motion passed. three (4) to Zero (0). (1) abstained.
- 2) **Approval of Financial Statements:** Roger Montgomery made a motion to approve the Financial Statements for the month of November, 2020. Don Black seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Don Black made a motion to approve the cash disbursements for November, 2020, for checks 7179 thru 7192 and ACH's for a total of \$12,139.13. Robert Jordan seconded the motion. Motion passed Five (5) to Zero (0).
Transaction Detail by account (Payroll): Don Black made a motion to approve the cash disbursements for November, 2020, for checks 1340 through 1346 and AJE's for \$45,880.10. Robert Jordan 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:** ☺ Nick Ward-District Manager

MANAGERS' REPORT:

The District performed 8 services in November, for a total of 42 for the fiscal year compared with 36 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 KCERA retirement and ADP payroll company to transition from Benefitmall payroll. Assistant Manager has completed the Agreement for Coronavirus Relief Fund. Grounds Crew has been taking care of services, working on the niche bank, and 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 for Board to authorize Interim Manager to sign burial permits. Discussion and Action. Don Black made a motion to authorize Interim Manager to sign burial permits, Robyn Melton seconded the motion. Motion passed five (5) to zero (0).
- 3) Update Board on progress with regards to security, tree dedication, Facebook. Discussion only
- 4) Due to time constraints and COVID-19 Board of trustees decided that a holiday/safety incentive gift card in the amount of \$50.00 was to be awarded to employees, in leu of the cancelled annual holiday dinner. Don Black made the motion to approve, Robyn Melton seconded the motion. Motion passed five (5) to zero (0).

Unfinished Business List: scattering garden

Other Board Items:

BOARD MEMBER ITEMS: none

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

The next Meeting will be January 19, 2021.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary