



## ***West Side Cemetery District***

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Regular Monthly Board of Trustees Meeting  
District Office Boardroom, 440 E. Cedar Street, Taft, CA 93268  
January 19, 2021

**CALL TO ORDER:** Gary Summers called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Gary Summers led Flag Salute.

**INVOCATION:** Robert Jordan

**PRESENT WERE:** Summers, Jordan, Melton, Black. Manager Nick Ward

**ABSENT WERE:** Roger Montgomery

**GUESTS WERE:** Cole Watkins.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** John Blomberg from Blomberg Accountancy Corp., Les Clark and CSDA Cole Karr, Mary Lou with Crowne Vault, Brenda Greenwood with KCERA, Sam Aires with ADP payroll, Ethan Polo with Cemsites, also SDRMA.

**ANNOUNCEMENTS:** none

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the December 15, 2020 board 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 December, 2020. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Don Black made a motion to approve the cash disbursements for December, 2020, for checks 7193 thru 7210 and ACH's for a total of \$14,811.81. Robert Jordan seconded the motion. Motion passed Four (4) to Zero (0).

**Transaction Detail by account (Payroll):** Don Black made a motion to approve the cash disbursements for December, 2020, for checks 1347 through 1354 and AJE's for \$60,875.01. Robert Jordan 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:** ☺ Nick Ward-District Manager

The District performed 11 services in December, for a total of 53 services for the fiscal year. Manager has been working on District revenue saving options, along with revenue generation options. Construction continues on the new niche bank. Manager continues working with KCERA and ADP to resolve issues with the KCERA file. 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) Update Board on the state of the District. Discussion only.
- 3) Update Board on progress with regards to security, uniforms, tree dedication, Facebook. Discussion only

**Unfinished Business List:** none

**Other Board Items:**

**BOARD MEMBER ITEMS:** none

**MEETING ADJOURNED:** Meeting Adjourned: 8:04 p.m.

The next Meeting will be February 16, 2021.

Respectfully Submitted,

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Robyn Melton – Vice Chair/Secretary