



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
January 18, 2022

CALL TO ORDER: Robyn Melton called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Robert Jordan

PRESENT WERE: Sutherland, Melton, Jordan and Manager Nick Ward

ABSENT WERE: Don Black and Gary Summers

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Shawn Sutherland made a motion to approve the Minutes of the December 21, 2021 board meeting. Robyn Melton seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Shawn Sutherland made a motion to approve the Financial Statements for the month of December 2021. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robert Jordan made a motion to approve the cash disbursements for December 2021, for checks 7406 thru 7419 and ACH's for a total of \$27,2986.14. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
Transaction Detail by account (Payroll): Robert Jordan made a motion to approve the cash disbursements for December 2021, for checks 1436 through 1442 and AJE's for \$33,876.09. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).

Board Members: Gary Summers-Chairman + Robyn Melton-Vice-Chair/Secretary + Robert Jordan + Don Black + Shawn Sutherland **Staff:** Nick Ward-District Manager

MANAGERS' REPORT:

The district performed 9 services in December for a total of 74 for the fiscal year. Compared to 42 in December of 2020 and 36 in 2019. Grounds crew has stayed busy working services, trimming trees, and maintaining the cemetery grounds and equipment. Manager has been busy with daily operations, equipment maintenance, ordering parts and supplies for general grounds maintenance. Manager and staff are making changes to non-essential turf within the cemetery to conserve resources.

AGENDA ITEMS:

- 1) Request Board to consider adjustments to cemetery costs of services. Discussion and Action.
A motion was made to increase cemetery fees 15%. Shawn Sutherland made the motion and Robert Jordan seconded the motion. Motion passed three (3) to Zero (0).

- 2) Request by Board, discuss changing the board meeting start time. Discussion and Action.
A motion was made to change the board meeting start time to 5:00pm. Robyn Melton made the motion; Robert Jordan seconded the motion. Motion passed Three (3) to Zero (0).

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting Adjourned: 8:00 p.m.

The next Meeting will be February 15, 2022.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary