

# ***West Side Cemetery District***

## **MEETING**

### **BOARD OF TRUSTEES**

District Office Board Room  
440 Bob Hampton Road, Taft, CA. 93268  
Phone (661)765-4505 (westsidecemetery.com)

### **AGENDA**

5:00 p.m.

July 25, 2023

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

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

#### **INVOCATION:**

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

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

**CORRESPONDENCE:** Legacy Monuments, Kern County Grand Jury, Mike McFann with Cemsites.

**ANNOUNCEMENTS:** The New Memorial Walk is open for cremation burial.

**APPROVAL OF MINUTES:** May 16, 2023

**APPROVAL OF FINANCIAL STATEMENTS:** May and June 2023

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** May and June 2023

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

## **MANAGER'S REPORT:**

The District performed 10 services in May and 6 services in June, for a total of 97 services in fiscal year 2022-2023. Compared to 146 total services for fiscal year 2021-2022. Grounds crew has stayed busy taking care of services, 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 have almost completed the transformation of old "Parkway", which will become a memorial walk with cremation burial available. Mike McFann with Cemsites is working on the mapping portion of the burial program to accommodate the Pineview Niche location and also Memorial Walk locations. Cemetery staff and myself have started work on the "New" section of the cemetery for casket burial, mapping and master plan development.

## **AGENDA ITEMS:**

### **Current Business:**

1. Preliminary / Final Budget Presentation. Discussion and Action.

### **Unfinished Business:**

**Other Board Items:** District credit card benefits.

**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:** August 15 , 2023

**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 Bob Hampton Road 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 \* Robyn Melton \*Robert Jordan \*Don Black \*Shawn Sutherland

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

# Notes

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