



West Side Cemetery District

440 Bob Hampton Road, Taft, Ca 93268

Phone: (661) 765-4505

Email: nick@westsidecemetery.com

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
October 21, 2025

CALL TO ORDER: Robyn Melton called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

PRESENT WERE: Black, Melton, Jameson, and Manager Nick Ward.

ABSENT WERE: Shawn Sutherland

PUBLIC COMMENT: None

CORRESPONDENCE: Kern County Clerk. Kern County Auditor Controller. Les Clark-WSRPD.
Raul Baraza-Arvin CSD.

ANNOUNCEMENTS: Surplus equipment sale.

- 1) **Approval of Minutes:** Carrie Jameson made a motion to approve the Minutes of the September 16, 2025 board meeting. Don Black seconded the motion. Motion passed Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for September 2025. Carrie Jameson seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Carrie Jameson made a motion to approve the cash disbursements for September 2025, for checks 8171 thru 8187 and ACH's for a total of \$12,500.76. Don Black seconded the motion. Motion passed Three (3) to Zero (0).

Transaction Detail by account (Payroll): Carrie Jameson made a motion to approve the cash disbursements for September 2025 for checks 1768 through 1775 and AJE's for \$44,106.89. Don Black seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

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

The District performed 4 services in September for a total of 24 services conducted for the 25-26 fiscal year. The district had completed 22 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler work, equipment maintenance, and preparation for fall and winter weather. Manager has been busy attending meetings for his pesticide application license, working on policy updates, and planning future needs for the cemetery district.

AGENDA ITEMS:

- 1) Re-election of Cemetery District board officers. Discussion Only. Tabled to November 18, 2025 Board meeting.
- 2) Holiday dinner for Board Trustees and Cemetery staff. Cemetery manager will prepare food for staff, not to exceed \$500.00. Don Black made a motion to approve the staff holiday dinner. Carrie Jameson seconded the motion. Motion passed Three (3) to Zero (0).
- 3) Consider holiday bonus for District employees. Combination of \$50.00 gift card and cemetery merchandise. Don Black made a motion to approve the employee holiday bonuses. Carrie Jameson seconded the motion. Motion passed Three (3) to Zero (0).

Unfinished Business List:

Other Board Items:

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:45 p.m.

The next Meeting will be October 21, 2025.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary