



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
December 16, 2025

CALL TO ORDER: Don Black called the meeting to order at 5:03 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Robyn Melton

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

ABSENT WERE: None

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: Eliza Caudillo-Kern County Cemetery District.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the November 18, 2025 board meeting. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Shawn Sutherland made a motion to approve the Financial Statements for November 2025. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robyn Melton made a motion to approve the cash disbursements for November 2025, for checks 8205 thru 8225 and ACH's for a total of \$14,831.97. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).

Transaction Detail by account (Payroll): Robyn Melton made a motion to approve the cash disbursements for November 2025 for check 1782 and AJE's for \$16,422.46. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).

Board Members: Robyn Melton-Vice-Chair/Secretary + Don Black + Shawn Sutherland + Carrie Jameson
Staff: Nick Ward-District Manager

MANAGERS' REPORT:

The District performed 8 services in November for a total of 39 services conducted for the 25-26 fiscal year. The district had completed 40 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler work, equipment maintenance. Maintenance staff is also making changes to the Memorial Walk. Manager has been busy attending meetings for his pesticide application license, working on policy updates, District price adjustments for new niche spaces and planning future needs for the cemetery district.

AGENDA ITEMS:

- 1) Update Board on the status of the District. Discussion only..

Unfinished Business List:

Other Board Items:

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:30 p.m.

The next Meeting will be January 20, 2026.

Respectfully Submitted,

Robyn Melton – Secretary