

# ***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.

April 22, 2025

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

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

#### **INVOCATION:**

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

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

**CORRESPONDENCE:** Cooks computer maintenance, Diana Alcala-Kirk and Simus, Carolyn Gollihare- WIOA. Chris Parlier-District 2 supervisor. SDRMA-insurance. Donna Ong-Assured Partners Insurance.

**ANNOUNCEMENTS:** None

**APPROVAL OF MINUTES:** February 18, 2025

**APPROVAL OF FINANCIAL STATEMENTS:** February and March 2025

- \*Balance Sheet
- \*Profit & Loss YTD Comparison
- \*Profit & Loss Budget vs. Actual
- \* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** February and March 2025

- \* Transaction Detailed by Account (General)
- \*Transaction Detailed by Account (Payroll)

## **MANAGER'S REPORT:**

The District performed 13 services in February and March for a total of 75 services conducted for the 24-25 fiscal year. The district had completed 57 services a year prior. Grounds crew has stayed busy with a redesign of the turf space in back of the mausoleum. Grounds crew has started preparation for Memorial Day, been busy conducting funeral services, and testing sprinklers. Manager has been busy with daily operations, mapping the memorial walk grave locations, equipment maintenance and memorial walk tree planting, and design. Cemetery staff continues to focus on water saving and reducing maintenance.

## **AGENDA ITEMS:**

### **Current Business:**

1. Consider adding a full-time employee. Discussion and Action.
2. Memorial Day preparation. Discussion and Action.
3. State of the District / budget planning for 25/26 FY. Discussion and Action.

**Unfinished Business:** Print an updated cremation option flyer for mortuaries to use as a guideline.

## **Other Board Items:**

**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:** May 20, 2025

**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 \*Don Black \*Shawn Sutherland

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

# Notes

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