



West Side Cemetery District

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

CALL TO ORDER: Gary Summers called the meeting to order at 5:10 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Don Black

PRESENT WERE: Melton, Black, Sutherland, Summers and Manager Nick Ward

ABSENT WERE: Robert Jordan

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: Cindi Rosa with ZEROnox. Kevin Criss with JPHE solar. Caroline Gollihare with WIOA. Spoke with Josh Bryant, Les Clark and Ryan Shultz about our District concerns. Jordan Miller with Roger Miller Insurance. District Auditor John Blomberg. Hal Wilkes with Christy Vault Co.

ANNOUNCEMENTS: West Side Cemetery took possession of the Tautara utility vehicle.

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the August 16, 2022 board meeting. Don Black seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the months of August and September 2022. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Shawn Sutherland made a motion to approve the cash disbursements for August and September 2022, for checks 7535 thru 7567 and ACH's for a total of \$42,258.14. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

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

Transaction Detail by account (Payroll): Shawn Sutherland made a motion to approve the cash disbursements for August and September 2022, for checks 1497 through 1512 and AJE's for \$55,939.93. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

MANAGERS' REPORT:

The District performed 5 services in August and 4 in September for a total of 15 services for the fiscal year. Compared to a total of 39 in September of 2021. Grounds crew has stayed busy taking care of services, trimming trees, and maintaining the cemetery grounds and equipment. We are spending quite a bit of time replanting turf, and sprinkler maintenance. 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. Manager is also training the new employee on various duties related to the position of office assistant. Also training new employees, Salvador Prestegi and Kyle Maness.

AGENDA ITEMS:

- 1) Consider hiring JPHE to install solar on the Cemetery District shop. Discussion and Action. Gary Summers made a motion to continue negotiations with JPHE with regards to a solar project that the Cemetery District would like to consider. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

- 2) Discuss audit that has been completed by John Blomberg. Discussion and Action. Discussion only.

- 3) Present new ideas and plans for future cremation expansion. Discussion and Action. Discussion only.

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting Adjourned: 6:20 p.m.

The next Meeting will be November 15, 2022.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary

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

