

# ***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.

December 17, 2024

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

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

#### **INVOCATION:**

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

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

**CORRESPONDENCE:** John Blomberg-Blomberg and Griffin Accounting. KCSDA, California Air Resources Board, Cooks computer maintenance, XIT computer maintenance, KCERA.

**ANNOUNCEMENTS:** None

**APPROVAL OF MINUTES:** October 15, 2024

**APPROVAL OF FINANCIAL STATEMENTS:** October and November 2024

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** October and November 2024

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

## **MANAGER'S REPORT:**

The District performed 11 services in October and 9 services in November for a total of 39 services conducted for the 24-25 fiscal year. The district had completed 33 services a year prior. Grounds crew has stayed busy with a redesign of the turf space behind the mausoleum. Also, mausoleum roofing maintenance, mausoleum storage buildings, electrical, and general cleanup is underway. Manager has been busy with daily operations, equipment maintenance. Cemetery staff continues to focus on water saving and reducing maintenance. Maintenance staff will also be preparing for rain and the issues resulting from occasional heavy rainfall.

## **AGENDA ITEMS:**

### **Current Business:**

1. Discuss new options for cremation inurnments. Discussion and Action.
2. Review options for computer IT services from Cooks and XIT. Discussion and Action.
3. Update employee benefits policy with regards to new full-time employees. 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:** January 21, 2024

**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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