



West Side Cemetery District

440 Bob Hampton Road, Taft, Ca 93268

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
June 21, 2022

CALL TO ORDER: Gary Summers called the meeting to order at 5:06 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: Shawn Sutherland, Robert Jordan

GUESTS WERE: Tina Cash and Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Cindi Rosa with ZEROnox. Eliza Caldillio with Kern County Cemetery District #1 (Shafter/Wasco). Brenda Greenwood with KCERA. Greg Hemmett with West Kern Water District. John Blomberg with Blomberg Griffin and Associates.

ANNOUNCEMENTS: West Side Cemetery has hired Tina Cash as the office assistant.

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the May 17, 2022 board meeting. Robyn Melton seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Robyn Melton made a motion to approve the Financial Statements for the month of May 2022. Don Black seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Don Black made a motion to approve the cash disbursements for May 2022, for checks 7492 thru 7504 and ACH's for a total of \$6,841.27. Robyn Melton seconded the motion. Motion passed Three (3) 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): Don Black made a motion to approve the cash disbursements for May 2022, for checks 1476 through 1482 and AJE's for \$34,198.79. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

The District performed 10 services in May for a total of 141 for the fiscal year. Compared to 73 in May of 2021. Grounds crew has stayed busy working services, trimming trees, and maintaining the cemetery grounds and equipment. Grounds crew has also been busy with Memorial Day clean up. 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.

AGENDA ITEMS:

- 1) Final budget presentation. Discussion and Action. Robyn Melton made a motion to approve the Cemetery District final budget as presented. Don Black seconded the motion. Motion passed three (3) to Zero (0).
- 2) Consider terms of contract with regards to business with ZeroNOX and S.J.V.A.P.C.D. Discussion and Action. Discussion only.
- 3) Request board to amend current Headstone Policy to address new issues that may increase the District liability. Discussion and Action. Don Black made a motion to approve new language in Headstone Policy to address liability. Robyn Melton seconded the motion. Motion passed three (3) to Zero (0).

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: None

MEETING ADJOURNED: Meeting Adjourned: 6:30 p.m.

The next Meeting will be July 19, 2022.

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

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary