



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
June 16, 2026

CALL TO ORDER: Don Black called the meeting to order at 3:30 p.m.

PLEDGE OF ALLEGIANCE: Shawn Sutherland 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: Tom Heitman-Post 63, Kathy Mondragon-Lincoln Jr. High School, Les Clark III-WSRPD, Josh Bryant-TUHS, Dennis Schertz-Scout Troop #426. Mayte Olivas-Kern County. Oliver Prado-Kern Machinery.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Carrie Jameson made a motion to approve the Minutes of the March 17, 2026 board meeting. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Robyn Melton made a motion to approve the Financial Statements for April & May 2026. Carrie Jameson 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 April & May 2026, for checks 8290 thru 8321 and ACH's for a total of \$37,379.26. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

Transaction Detail by account (Payroll): Shawn Sutherland made a motion to approve the cash disbursements for April & May 2026 for checks 1816 thru 1832 and AJE's for \$61,508.73. Robyn Melton 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 April and 8 services in May for a total of 89 services conducted for the 25-26 fiscal year. The district had completed 89 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler testing and equipment maintenance. Post Memorial Day clean up to prepare for next year.

AGENDA ITEMS:

- 1) Board Direction and Approval of Resolution 2026-2, acquisition of a grant from SJVAPCD to purchase a utility vehicle. Carrie Robyn Melton made a motion to approve Resolution 2026-2. Carrie Jameson seconded the motion. Motion to approve passed Four (4) to Zero (0).
- 2) Revisit 2026-2027 budget expectations and district needs. Discussion Only.

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 4:40 p.m.

The next Meeting will be July 21, 2026.

Respectfully Submitted,

Robyn Melton – Secretary