



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
January 20, 2026

CALL TO ORDER: Don Black called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

PRESENT WERE: Black, Melton, Jameson, and Manager Nick Ward.

ABSENT WERE: Shawn Sutherland

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: John Blomberg-Blomberg and Griffin Accountants, Michael Herrera-COS for Supervisor Chris Parlier. Mayte Olivas-Kern County Auditor and Terry Derouchie-Kern County Clerk of the Board.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the December 16, 2025 board meeting. Carrie Jameson seconded the motion. Motion passed Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Carrie Jameson made a motion to approve the Financial Statements for December 2025. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Robyn Melton made a motion to approve the cash disbursements for December 2025, for checks 8226 thru 8242 and ACH's for a total of \$14,939.84. Carrie Jameson seconded the motion. Motion passed Three (3) to Zero (0).

Transaction Detail by account (Payroll): Robyn Melton made a motion to approve the cash disbursements for December 2025 for checks 1783 thru 1793 and AJE's for \$22,567.13. Carrie Jameson seconded the motion. Motion passed Three (3) 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 10 services in December for a total of 49 services conducted for the 25-26 fiscal year. The district had completed 50 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler work, equipment maintenance. Maintenance staff is also making changes to the Memorial Walk. Manager has been busy attending meetings for his pesticide application license, working on policy updates, District price adjustments for new niche spaces and planning future needs for the cemetery district.

AGENDA ITEMS:

- 1) Update Board on current Kern County Financial Reporting. Discussion only.
- 2) Consider changes to District Health Benefits. Discussion Only

Unfinished Business List:

Other Board Items:

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:45 p.m.

The next Meeting will be February 17, 2026.

Respectfully Submitted,

Robyn Melton – Secretary