



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
February 20, 2024

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: Summers, Melton, Black and Manager Nick Ward.

ABSENT WERE: Robert Jordan, Shawn Sutherland

GUESTS WERE: None

PUBLIC COMMENT: None.

CORRESPONDENCE: Kevin Criss-JP Home Energy. John Blomberg-Blomberg & Griffin Accounting. Bryant L. Jolley CPA.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the December 19, 2023 board meeting. Don Black seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of December 2023 & January 2024. 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 2023 & January 2024, for checks 7810 thru 7842 and ACH's for a total of \$19,777.33. Don Black 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 2023 & January 2024, for checks 1609 through 1625 and AJE's for \$59,524.46. Don Black 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

MANAGERS' REPORT:

The District performed 6 services in December and 8 services in January for a total of 46 services conducted for the 23-24 fiscal year. Grounds crew has stayed busy with Cremation Estates rebuild and future expansion project. Manager has been busy with daily operations and equipment maintenance. The solar project has an updated timeline. Cemetery staff continues to focus on water saving, reducing maintenance, and providing more options for families to use our cemetery.

AGENDA ITEMS:

- 1) Update Board on Progress of new burial section of cemetery. Discussion only.
- 2) Update Board on Progress of Cremation Estates re-design. Discussion only.
- 3) Discuss State of the District. Discussion only.

Unfinished Business List: None

Other Board Items: None.

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 6:06 p.m.

The next Meeting will be March 19, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary