



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
July 19, 2022

CALL TO ORDER: Gary Summers called the meeting to order at 5:10 p.m.

PLEDGE OF ALLEGIANCE: Shawn Sutherland led Flag Salute.

INVOCATION: Robert Jordan

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

ABSENT WERE: None

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: Cindi Rosa with ZEROnox.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the June 21, 2022 board meeting. Don Black seconded the motion. Motion passed. Three (3) to Zero (0) Two (2) abstained.
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of June 2022. Robyn Melton seconded the motion. Motion passed Five (5) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Don Black made a motion to approve the cash disbursements for June 2022, for checks 7505 thru 7521 and ACH's for a total of \$47,169.92. Shawn Sutherland seconded the motion. Motion passed Five (5) 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 June 2022, for checks 1483 through 1488 and AJE's for \$26,937.31. Shawn Sutherland seconded the motion. Motion passed five (5) to Zero (0).

MANAGERS' REPORT:

The District performed 7 services in June for a total of 148 for the fiscal year. Compared to 78 in June of 2021. Grounds crew has stayed busy working services, trimming trees, and maintaining the cemetery grounds and equipment. 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) Consider terms of contract with regards to business with ZeroNOX and S.J.V.A.P.C.D. Discussion and Action. Shawn Sutherland made a motion to agree with the terms set forth by ZeroNOX, 5% down payment. The Balance to be paid via Grant from SJVAPCD and also purchase extended warranty for the utility vehicle. Motion was seconded by Don Black. Motion passed five (5) to Zero (0).

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER ITEMS: None

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

The next Meeting will be August 16, 2022.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary

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

