



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
May 16, 2023

CALL TO ORDER: Gary Summers called the meeting to order at 5:05 p.m.

PLEDGE OF ALLEGIANCE: Shawn Sutherland lead Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: Robert Jordan

GUESTS WERE: Charles Landwehr.

PUBLIC COMMENT: None.

CORRESPONDENCE: Kern County Special Districts Association, Julio with Legacy Monument.

ANNOUNCEMENTS: PG&E is in the engineering phase of the solar project.

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the April 18, 2023 board meeting. Don Black seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of April 2023. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
 - Transaction Detail by Account (General):** Don Black made a motion to approve the cash disbursements for April 2023, for checks 7663 thru 7683 and ACH's for a total of \$18,470.03. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
 - Transaction Detail by account (Payroll):** Don Black made a motion to approve the cash disbursements for April 2023, for checks 1554 through 1560 and AJE's for \$27,882.73. Robyn Melton seconded the motion. Motion passed Four (4) 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 April, for a total 81 services in fiscal year 2022-2023. Compared to 122 in March fiscal year of 2021-2022. Grounds crew has stayed busy taking care of services and maintaining the cemetery grounds and equipment. Manager has been busy with daily operations, equipment maintenance, ordering parts and supplies for general grounds maintenance. Memorial Day preparations have begun, along with full removal of all grave decorations. Manager and staff have almost completed the transformation of old "Parkway", which will become a memorial walk with cremation burial available.

AGENDA ITEMS:

- 1) Preliminary budget. Discussion and Action. Discussion Only.

- 2) Discuss issues with regards to outer burial containers. Discussion and Action. Discussion Only.

- 3) Price recommendations and the internment of cremation along west side walkway. Discussion and Action. Shawn Sutherland made a motion that prices are to be set at \$850.00 total cost for Cremation burial along the "Memorial Walk". Don Black seconded the motion. Motion passed Four (4) to Zero (0).

Unfinished Business List: None

Other Board Items: District Credit card benefits.

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 6:20 p.m.

The next Meeting will be June 20, 2023.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary