



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
December 17, 2024

CALL TO ORDER: Gary Summers called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: Robyn Melton

GUESTS WERE: None

PUBLIC COMMENT: None

CORRESPONDENCE: John Blomberg – Blomberg and Griffin Accounting. KCSDA, California Air Resources Board, Cooks Computer Maintenance, XIT Solutions Computer Maintenance and KCERA.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Shawn Sutherland made a motion to approve the Minutes of the October 15, 2024 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 months of October and November 2024. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Don Black made a motion to approve the cash disbursements for October and November 2024, for checks 7983 thru 8016 and ACH's for a total of \$27,307.16. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).

Board Members: Gary Summers-Chairman + Robyn Melton-Vice-Chair/Secretary + 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 October and November 2024, for checks 1687 through 1701 and AJE's for \$64,431.00. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

The District performed 11 services in October and 9 services in November for a total of 39 services conducted for the 24-25 fiscal year. The district had completed 33 services a year prior. Grounds crew has stayed busy with a redesign of the turf space behind the mausoleum. Also, mausoleum roofing maintenance, mausoleum storage buildings, electrical, and general cleanup is underway. Manager has been busy with daily operations and equipment maintenance. Cemetery staff continues to focus on water saving and reducing maintenance. Maintenance staff will also be preparing for rain and the issues resulting from occasional heavy rainfall.

AGENDA ITEMS:

- 1) Discuss new options for cremation inurnments. Discussion and Action. Discussion only.
- 2) Review options for computer IT services from Cook's Computers and XIT Solutions. Discussion and Action. Don Black made a motion to use XIT Solutions Computer Maintenance. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).
- 3) Update employee benefits policy with regards to new full-time employees. Discussion and Action. Discussion Only.

Unfinished Business List: Print an updated cremation option flyer for mortuaries to use as a guideline.

Other Board Items: None.

BOARD MEMBER INPUT: None.

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

The next Meeting will be January 21, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary