



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 21, 2025

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

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: None

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: CSDA, Cooks Computer Maintenance, CAPC, Assured Partners Insurance Co., and Cole Karr with AASD.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Shawn Sutherland made a motion to approve the Minutes of the December 17, 2024 board meeting. Robyn Melton seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Shawn Sutherland made a motion to approve the Financial Statements for December 2024. Robyn Melton 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 December 2024, for checks 8017 thru 8031 and ACH's for a total of \$8,477.98. 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 December 2024, for checks 1702 through 1706 and AJE's for \$20,105.90. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

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

MANAGERS' REPORT:

The District performed 10 services in December for a total of 49 services conducted for the 24-25 fiscal year. The district had completed 39 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.

AGENDA ITEMS:

- 1) Discuss options for legislative representation, advocacy and training. CSDA or AASD.
Discussion and Action. Board agreed to membership with AASD.
- 2) CAPC conference to be held in Seaside, CA. on March 13-15, 2025. 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: 5:35 p.m.

The next Meeting will be February 18, 2025.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary