

West Side Cemetery District

MEETING

BOARD OF TRUSTEES

District Office Board Room
440 Bob Hampton Road, Taft, CA. 93268
Phone (661)765-4505 (westsidecemetery.com)

AGENDA

5:00 p.m.

September 19, 2023

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION:

ROLL CALL: SUMMERS, JORDAN, BLACK, MELTON, SUTHERLAND.

PUBLIC COMMENT: (5 min. time limit)

CORRESPONDENCE: Jedediah Thompson with the DOF, Rebecca Moore with LAFCo regarding sphere of influence, KCSDA fall meeting information. John Blomberg with Blomberg and Griffin Accounting. PAPA seminars.

ANNOUNCEMENTS: West Side Cemetery has new WIOA employees Marc Ramos and Esteban Espinosa.

APPROVAL OF MINUTES: July 25, 2023

APPROVAL OF FINANCIAL STATEMENTS: July and August 2023

- *Balance Sheet
- *Profit & Loss YTD Comparison
- *Profit & Loss Budget vs. Actual
- * Stifel, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: July and August 2023

- * Transaction Detailed by Account (General)
- *Transaction Detailed by Account (Payroll)

MANAGER'S REPORT:

The District performed 3 services in July and 13 services in August. Grounds crew has stayed busy maintaining the cemetery grounds and equipment. Most of our maintenance has been focused on sprinkler and water systems. Manager has been busy with daily operations, equipment maintenance, ordering parts and supplies for general grounds maintenance. Cemetery staff and myself have started work on the "New" section of the cemetery for casket burial, mapping and master plan development. The solar project is still in the works, along with other projects that focus on water saving, reducing maintenance, and providing more options for families to use our cemetery.

AGENDA ITEMS:

Current Business:

1. Discuss update of Five-Year Strategic Plan. Discussion and Action.

Unfinished Business:

Other Board Items:

BOARD MEMBER INPUT: This Portion of the meeting is reserved for Trustees to present information, announcements, or other items that have come to their attention. A Board member may request that an item be placed on the agenda for consideration at a future meeting or refer an item to the District Manager for a formal report. The Board will take no formal action.

MEETING ADJOURNED:

THE NEXT MEETING WILL BE HELD: October 17, 2023

The Boardroom of West Side Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance by contacting the District at 440 Bob Hampton Road Taft, CA.93268 or by calling (661) 765-4505. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

Board Members: *Gary Summers * Robyn Melton *Robert Jordan *Don Black *Shawn Sutherland

Staff: *Nick Ward-General Manager
General Manager

Notes

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