



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
September 24, 2024

CALL TO ORDER: Gary Summers called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE: Don Black led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: None

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Kevin Criss and Fernanda Brena – Solar Project. John Blomberg – Blomberg and Griffin Accounting. Les Clark - WSRPD.

ANNOUNCEMENTS: Solar project is officially completed.

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the July 16, 2024 board meeting, with corrections as follows: Approval of Financial Statements, change name from Don Summers to Don Black. Approval of Monthly Disbursements, change name from Don Summers to Don Black. Transaction Detail by account (Payroll), change name from Don Summers to Don Black. Shawn Sutherland seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Robyn Melton made a motion to approve the Financial Statements for the months of July & August 2024. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Shawn Sutherland made a motion to approve the cash disbursements for July & August 2024, for checks 7929 thru 7959 and ACH's for a total of \$29,846.36. Don Black 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

Transaction Detail by account (Payroll): Shawn Sutherland made a motion to approve the cash disbursements for July & August 2024, for checks 1664 through 1678 and AJE's for \$59,228.89. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

MANAGERS' REPORT:

The District performed 8 services in July and 7 services in August for a total of 15 services conducted for the 24-25 fiscal year. The district had completed 13 services a year prior. Grounds crew has stayed busy with Cremation Estates rebuild and future expansion project. Manager has been busy with daily operations and equipment maintenance. Cemetery staff continues to focus on water saving and reducing maintenance. Tree maintenance has been a focus the last two months, trimming and treating pines for invasive pests. Street maintenance, along with fixing turf issues on sections 7-11 will be the focus in the coming weeks.

AGENDA ITEMS:

- 1) Update board on District projects, such as solar project, Cremation Estates redesign, and ZELE program. Discussion only.
- 2) Request Board consider price adjustments to specific line items and services. 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: 5:45 p.m.

The next Meeting will be October 15, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary