

# ***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.

April 16, 2024

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

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

**PUBLIC COMMENT:** (5 min. time limit)

**CORRESPONDENCE:** Erasmo Viveros - CSDA rep., Tim Abarca – Cal Turf, Visalia Granite,  
Juan Guajardo – ZEROnox.

**ANNOUNCEMENTS:** None

**APPROVAL OF MINUTES:** March 19, 2024

**APPROVAL OF FINANCIAL STATEMENTS:** March 2024

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** March 2024

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

## **MANAGER'S REPORT:**

The District performed 6 services in March for a total of 57 services conducted for the 23-24 fiscal year. Grounds crew has stayed busy with Cremation Estates rebuild and future expansion project. Manager has been busy with daily operations, equipment maintenance. Manager is working with Zeronox and Cal turf to acquire electric maintenance equipment. Staff is trying to get a head start on Memorial Day planning. Cemetery staff continues to focus on water saving, reducing maintenance, and providing more options for families to use our cemetery.

## **AGENDA ITEMS:**

### **Current Business:**

1. Request Board to consider new / updated employee and operations policy/ manual. 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:** May 21, 2024

**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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