



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
November 18, 2025

CALL TO ORDER: Robyn Melton called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: None

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Les Clark-WSRPD. Neddy Clark-Erickson & Brown and Supernova Monuments.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the October 21, 2025 board meeting. Carrie Jameson 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 October 2025. Don Black 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 October 2025, for checks 8188 thru 8204 and ACH's for a total of \$16,771.15. Carrie Jameson 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 October 2025 for checks 1776 through 1781 and AJE's for \$27,601.58. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).

Board Members: Robyn Melton-Vice-Chair/Secretary + Don Black + Shawn Sutherland + Carrie Jameson
Staff: Nick Ward-District Manager

MANAGERS' REPORT:

The District performed 7 services in October for a total of 31 services conducted for the 25-26 fiscal year. The district had completed 31 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler work, equipment maintenance, and preparation for fall and winter weather. Maintenance staff is also making changes to the Memorial Walk. Manager has been busy attending meetings for his pesticide application license, working on policy updates, District price adjustments for new niche spaces and planning future needs for the cemetery district.

AGENDA ITEMS:

- 1) Robyn Melton made a motion to re-elect Cemetery District board officers. Don Black-Chairman, Carrie Jameson-Vice Chair, Robyn Melton-Secretary. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 2) Consider price adjustment to certain services. Shawn Sutherland made a motion to approve the price adjustments. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).
- 3) Consider a change in the process of Kern County fund management. Discussion only.

Unfinished Business List:

Other Board Items:

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 6:00 p.m.

The next Meeting will be December 16, 2025.

Respectfully Submitted,

Robyn Melton – Secretary