



West Side Cemetery District

440 Bob Hampton Road, Taft, Ca 93268

Phone: (661) 765-4505

Email: nick@westsidecemetery.com

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
July 25, 2023

CALL TO ORDER: Gary Summers called the meeting to order at 5:05 p.m.

PLEDGE OF ALLEGIANCE: Shawn Sutherland lead Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: Robert Jordan, Robyn Melton

GUESTS WERE: Charles Landwehr.

PUBLIC COMMENT: None.

CORRESPONDENCE: Legacy Monuments, Kern County Grand Jury, Mike McFann with Cemsites.

ANNOUNCEMENTS: The New Memorial Walk is open for cremation burial.

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the May 16, 2023 board meeting. Shawn Sutherland seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the months of May & June 2023. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
 - Transaction Detail by Account (General):** Shawn Sutherland made a motion to approve the cash disbursements for May & June 2023, for checks 7684 thru 7721 and ACH's for a total of \$90,132.96. Don Black seconded the motion. Motion passed Three (3) to Zero (0).
 - Transaction Detail by account (Payroll):** Shawn Sutherland made a motion to approve the cash disbursements for May & June 2023, for checks 1561 through 1574 and AJE's for \$64,549.66. Don Black seconded the motion. Motion passed Three (3) to Zero (0).

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

MANAGERS' REPORT:

The District performed 10 services in May and 6 services in June, for a total 97 services in fiscal year 2022-2023. Compared to 146 total services for fiscal year of 2021-2022. Grounds crew has stayed busy taking care of services and maintaining the cemetery grounds and equipment. Manager has been busy with daily operations, equipment maintenance, ordering parts and supplies for general grounds maintenance. Manager and staff have almost completed the transformation of old “Parkway”, which will become a memorial walk with cremation burial available. Mike McFann with Cemsites is working on the mapping portion of the burial program to accommodate the Pineview Niche location and also Memorial Walk locations. Cemetery staff and myself have started work on the “New” section of the cemetery for casket burial, mapping and master plan development.

AGENDA ITEMS:

- 1) Preliminary budget. Discussion and Action. Don Black made a motion to approve the preliminary budget. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).

Unfinished Business List: None

Other Board Items: None.

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:47 p.m.

The next Meeting will be August 15, 2023.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary