



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
April 16, 2024

CALL TO ORDER: Gary Summers called the meeting to order at 5:04 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Don Black

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

ABSENT WERE: Robert Jordan

GUESTS WERE: None.

PUBLIC COMMENT: None.

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

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the March 19, 2024 board meeting. 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 month of March 2024. 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 March 2024, for checks 7855 thru 7873 and ACH's for a total of \$7,550.83. Shawn Sutherland 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 March 2024, for checks 1632 through 1641 and AJE's for \$23,567.08. Shawn Sutherland seconded the motion. Motion passed Four (4) 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 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 and 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:

- 1) Request Board to consider new / updated employee and operations policy/manual. Discussion only.

Unfinished Business List: None

Other Board Items: Email Board packets.

BOARD MEMBER INPUT: None.

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

The next Meeting will be May 21, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary