



West Side Cemetery District

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

CALL TO ORDER: Gary Summers called the meeting to order at 5:40 p.m.

PLEDGE OF ALLEGIANCE: Gary Summers led Flag Salute.

INVOCATION: Robyn Melton

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

ABSENT WERE: Don Black

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Cooks Computer Maintenance, CAPC, Assured Partners Insurance Co., CARB and Cole Karr with AASD.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Shawn Sutherland made a motion to approve the Minutes of the January 21, 2025 board meeting. Robyn Melton seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Robyn Melton made a motion to approve the Financial Statements for January 2025. 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 January 2025, for checks 8032 thru 8042 and ACH's for a total of \$16,108.26. Robyn Melton 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 January 2025, for checks 1707 through 1712 and AJE's for \$34,425.03. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).

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

MANAGERS' REPORT:

The District performed 12 services in January for a total of 62 services conducted for the 24-25 fiscal year. The district had completed 47 services a year prior. Grounds crew has stayed busy with a redesign of the turf space behind the mausoleum. Also, mausoleum roofing maintenance, mausoleum storage buildings, electrical, and general cleanup is underway. Manager has been busy with daily operations, mapping the Memorial Walk grave locations, equipment maintenance and Memorial Walk tree planting and design. Cemetery staff continues to focus on water saving and reducing maintenance.

AGENDA ITEMS:

- 1) Update Board on Mausoleum project. Discussion Only.
- 2) Update Board on future expansion of cemetery grounds. Discussion only.
- 3) Revisit cremation inurnment options for Memorial Walk and expansion. Board approved moving forward.

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: 6:52 p.m.

The next Meeting will be March 18, 2025.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary