



## **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 19, 2022

**CALL TO ORDER:** Gary Summers called the meeting to order at 5:05 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:** Charles Landwehr

**PUBLIC COMMENT:** Mr. Landwehr commented on the District with regards to employee Watkins resignation, and the Districts ability to continue maintenance and quality of service with limited staff.

**CORRESPONDENCE:** Les Clark with WSRPD, County Supervisor Zach Scrivner, Stacy Falgout with West Kern Adult Education.

**ANNOUNCEMENTS:** None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the January 18, 2022 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 months of January, February, and March 2022. Don Black seconded the motion. Motion passed Four (4) 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, February, and March 2022, for checks 7420 thru 7472 and ACH's for a total of \$53,895.66. Robyn Melton 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

**Transaction Detail by account (Payroll):** Shawn Sutherland made a motion to approve the cash disbursements for January, February, and March 2022, for checks 1443 through 1468 and AJE's for \$114,292.76. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).

**MANAGERS' REPORT:**

The District performed 13 services in January and 14 services in February and 13 services in March for a total of 114 for the fiscal year. Compared to 54 in January of 2021. Grounds crew has stayed busy working services, trimming trees, 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 are making changes to non-essential turf within the cemetery to conserve resources.

**AGENDA ITEMS:**

- 1) Update Board on State of the District with regards to Budget, Staff, Capital Projects, and Prior / Future business. Discussion and Action. Discussion only.

**Unfinished Business List:** None

**Other Board Items:** None

**BOARD MEMBER ITEMS:** None

**MEETING ADJOURNED:** Meeting Adjourned: 5:50 p.m.

The next Meeting will be May 17, 2022.

Respectfully Submitted,

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Robyn Melton – Vice Chair/Secretary