



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
October 15, 2024

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, Sutherland, Melton and Manager Nick Ward.

ABSENT WERE: Gary Summers

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: Mr. Landwehr complimented our Cremation Estates rebuild.

CORRESPONDENCE: Les Clark – WSRPD, John Blomberg – Blomberg and Griffin Accounting.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the July 16, 2024 and September 24, 2024 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 month of September 2024. 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 September 2024, for checks 7960 thru 7982 and ACH's for a total of \$14,605.05. Don Black seconded the motion. Motion passed Three (4) to Zero (0).
 - Transaction Detail by account (Payroll):** Shawn Sutherland made a motion to approve the cash disbursements for September 2024, for checks 1679 through 1686 and AJE's for \$29,672.30. Don Black seconded the motion. Motion passed Three (4) 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 4 services in September for a total of 19 services conducted for the 24-25 fiscal year. The district had completed 22 services a year prior. Grounds crew has stayed busy with Cremation Estates rebuild and future expansion project. Manager has been busy with daily operations and equipment maintenance. Cemetery staff continues to focus on water saving and reducing maintenance. Tree maintenance, sprinkler and turf issues will be the focus in the next few months. Maintenance staff will also be preparing for rain and the issues resulting from occasional heavy rainfall.

AGENDA ITEMS:

- 1) Discuss areas of concern related to district fees for services. Discussion and Action. Board approved changes to prices for specific services and goods so the District can realize a profit. Board approved changes to description of services the District provides for better clarity. Motion passed Three (3) to Zero (0).
- 2) Holiday dinner location and time. Discussion and Action. Board approved a potluck style holiday dinner to be held at Post 63, time and date to be determined. Also, a \$50.00 appreciation card will be issued to each employee. Motion passed Three (3) to Zero (0).
- 3) Update board about computer maintenance contractor, Sunwealth Solar contract and Hughes Net internet service. Discussion Only.

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: 6:13 p.m.

The next Meeting will be November 19, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary