



## ***West Side Cemetery District***

**440 Bob Hampton Road, Taft, Ca 93268**

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

**CALL TO ORDER:** Gary Summers called the meeting to order at 5:19 p.m.

**PLEDGE OF ALLEGIANCE:** Gary Summers led Flag Salute.

**INVOCATION:** Don Black

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

**ABSENT WERE:** Robyn Melton

**GUESTS WERE:** None

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Kevin Criss and Fernanda Brena – Solar Project. Streamline and Cemsites. John Blomberg – Blomberg and Griffin Accounting. KCERA, Steve Maranto-UHY accounting. Cal-Turf and SJAPCD.

**ANNOUNCEMENTS:** Solar project construction has started. The district has hired a temporary/part-time Summer employee.

- 1) Approval of Minutes:** Don Black made a motion to approve the Minutes of the May 16, 2024 board meeting. Shawn Sutherland seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) Approval of Financial Statements:** Shawn Sutherland made a motion to approve the Financial Statements for the month of May & June 2024. Don Black seconded the motion. Motion passed Three (3) to Zero (0).
- 3) Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Don Black made a motion to approve the cash disbursements for May & June 2024, for checks 7890 thru 7928 and ACH's for a total of \$91,833.97. Shawn Sutherland 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

**Transaction Detail by account (Payroll):** Don Black made a motion to approve the cash disbursements for May & June 2024, for checks 1650 through 1663 and AJE's for \$56,646.69. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).

**MANAGERS' REPORT:**

The District performed 10 services in May and 8 services in June for a total of 83 services conducted for the 23-24 fiscal year. The district had completed 97 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. Staff is working on Memorial Day clean up. Cemetery staff continues to focus on water saving and reducing maintenance. Memorial Walk is getting some notice with preneed sales and some at-need sales. We have completed construction of a new flag monument to honor the 6 branches of the military, including adding the memorial plaque from the original flag pole to honor those who served in WWI and WWII.

**AGENDA ITEMS:**

- 1) Update board on District projects, such as solar project, Zele electric vehicle program and future cemetery improvements. Discussion only.
- 2) West Side Cemetery Budget for Fiscal Year 2024-2025. Discussion and Action. Don Black made a motion to approve the budget. Shawn Sutherland seconded the motion. Motion approved Three (3) to Zero (0).
- 3) West Side Cemetery District Audit. 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: 6:00 p.m.

The next Meeting will be August 20, 2024.

Respectfully Submitted,

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Robyn Melton – Vice Chair/Secretary

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