

West Side Cemetery District

MEETING

BOARD OF TRUSTEES

District Office Board Room
440 Bob Hampton Road, Taft, CA. 93268
Phone (661)765-4505 (westsidecemetery.com)

AGENDA

5:00 p.m.

July 16, 2024

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION:

ROLL CALL: SUMMERS, BLACK, MELTON, SUTHERLAND.

PUBLIC COMMENT: (5 min. time limit)

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.

APPROVAL OF MINUTES: May 21, 2024

APPROVAL OF FINANCIAL STATEMENTS: May and June 2024

- *Balance Sheet
- *Profit & Loss YTD Comparison
- *Profit & Loss Budget vs. Actual
- * Stifel, LLC Investment Accounts

APPROVAL OF MONTHLY CASH DISBURSEMENTS: May and June 2024

- * Transaction Detailed by Account (General)
- *Transaction Detailed by Account (Payroll)

MANAGER'S 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, 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 needs. We have completed construction of a new flag monument to honor the 6 branches of the military, including adding memorial plaque from original flag pole to honor those who served in WWI and WWII.

AGENDA ITEMS:

Current Business:

1. Update board on District projects, such as solar project, Zele electric vehicle program and future cemetery improvements. Discussion and Action.
2. West Side Cemetery Budget for fiscal year 2024-2025. Discussion and Action.
3. West Side Cemetery District Audit. Discussion and Action.

Unfinished Business: Print an updated cremation option flyer for mortuaries to use as a guideline.

Other Board Items:

BOARD MEMBER INPUT: This Portion of the meeting is reserved for Trustees to present information, announcements, or other items that have come to their attention. A Board member may request that an item be placed on the agenda for consideration at a future meeting or refer an item to the District Manager for a formal report. The Board will take no formal action.

MEETING ADJOURNED:

THE NEXT MEETING WILL BE HELD: August 20, 2024

The Boardroom of West Side Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance by contacting the District at 440 Bob Hampton Road Taft, CA.93268 or by calling (661) 765-4505. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

Board Members: *Gary Summers *Robyn Melton *Don Black *Shawn Sutherland

Staff: *Nick Ward-General Manager

Notes

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