

# ***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**

**7:00 p.m.**

**October 19, 2021**

#### **CALL TO ORDER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **INVOCATION:**

**ROLL CALL:** SUMMERS, JORDAN, BLACK, MELTON, SUTHERLAND.

**PUBLIC COMMENT:** (5 min. time limit)

**CORRESPONDENCE:** KCSDA, Cole Karr with CSDA, Blair Knox with LAFCO.

**ANNOUNCEMENTS:** KCSDA held the annual fall meeting at Hodels.

**APPROVAL OF MINUTES:** September 21, 2021

**APPROVAL OF FINANCIAL STATEMENTS:** September 2021

\*Balance Sheet

\*Profit & Loss YTD Comparison

\*Profit & Loss Budget vs. Actual

\* Stifel, LLC Investment Accounts

**APPROVAL OF MONTHLY CASH DISBURSEMENTS:** September 2021

\* Transaction Detailed by Account (General)

\*Transaction Detailed by Account (Payroll)

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 \*Robert Jordan \*Don Black \*Shawn Sutherland

**Staff:** \*Nick Ward-General Manager

## **MANAGER'S REPORT:**

The District performed 12 services in September for a total of 39 for the fiscal year. Grounds crew has stayed busy taking care of 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 continues to look for options to improve the District financially. Manager has applied for Covid 19 Relief Funding via the California Department of Finance and CSDA. Manager did attend the Fall Meeting for KCSDA at Hodels. Manager also completed Continue Education hours thru PAPA to retain my Pesticide Applicators License.

## **AGENDA ITEMS:**

### **Current Business:**

1. Request Board to amend the current Flower and Grave Decoration policy. Discussion and Action.
2. Request Board to adopt a policy for part time employees of the District. Discussion and Action.
3. Request Board consider John Blomberg with Blomberg and Griffin Accountancy Corp. to conduct the Districts Annual Audits. Discussion and Action.
4. Request Board consider the sale of District surplus property. Discussion and Action.

### **Unfinished Business:**

### **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:** November 16, 2021

# Notes

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