



West Side Cemetery District

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Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
March 19, 2024

CALL TO ORDER: Robyn Melton called the meeting to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE: Robyn Melton led Flag Salute.

INVOCATION: Don Black

PRESENT WERE: Sutherland, Melton, Black and Manager Nick Ward.

ABSENT WERE: Robert Jordan, Gary Summers

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None.

CORRESPONDENCE: Juan Guajardo – ZeroNox, and Tim Abarca – Cal Turf Equipment.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the February 20, 2024 board meeting. Robyn Melton seconded the motion. Shawn Sutherland abstained. Motion passed. Two (2) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of February 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 February 2024, for checks 7843 thru 7854 and ACH's for a total of \$12,768.53. Don Black seconded the motion. Motion passed Three (3) 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 February 2024, for checks 1626 through 1631 and AJE's for \$20,176.67. Don Black seconded the motion. Motion passed Three (3) to Zero (0).

MANAGERS' REPORT:

The District performed 4 services in February for a total of 51 services conducted for the 23-24 fiscal year. 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 spending a lot of time controlling weeds and troubleshooting irrigation systems. Cemetery staff continues to focus on water saving, reducing maintenance, and providing more options for families to use our cemetery.

AGENDA ITEMS:

- 1) Present Board with options available for grant reimbursement through SJVAPCD to acquire electric maintenance equipment. Discussion and Action. Don Black made a motion to move forward with electric vehicle contracts and sign resolution. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).
- 2) Discuss plans for the upcoming Memorial Day program. Discussion only.

Unfinished Business List: None

Other Board Items: None.

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:30 p.m.

The next Meeting will be April 16, 2024.

Respectfully Submitted,

Robyn Melton – Vice Chair/Secretary