



## ***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  
December 19, 2023

**CALL TO ORDER:** Gary Summers called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE:** Shawn Sutherland led Flag Salute.

**INVOCATION:** Robyn Melton

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

**ABSENT WERE:** Robert Jordan, Don Black

**GUESTS WERE:** Charles Landwehr

**PUBLIC COMMENT:** None.

**CORRESPONDENCE:** California Special Districts Association, Nettie Felix – St. Mary’s Roman Catholic Church. Westside Christian Minister’s Association. Hal Wilks – Christy Vault. Mike McFann – Cemsites. California Department of Finance, Kathy Orrin – Taft District Chamber of Commerce.

**ANNOUNCEMENTS:** None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the October 17, 2023 board meeting. Shawn Sutherland seconded the motion. Motion passed. Three (3) to Zero (0).
- 2) **Approval of Financial Statements:** Robyn Melton made a motion to approve the Financial Statements for the months of October & November 2023. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Gary Summers made a motion to approve the cash disbursements for October & November 2023, for checks 7772 thru 7809 and ACH’s for a total of \$19,777.33. Shawn Sutherland 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):** Gary Summers made a motion to approve the cash disbursements for October & November 2023, for checks 1599 through 1608 and AJE's for \$59,524.46. Shawn Sutherland seconded the motion. Motion passed Three (3) to Zero (0).

**MANAGERS' REPORT:**

The District performed 6 services in October and 5 services in November for a total of 32 services conducted for the 23-24 fiscal year. Grounds crew has stayed busy maintaining the cemetery grounds and equipment. Most of our maintenance has been focused on trimming trees and road maintenance and finishing Memorial Walk details. Manager has been busy with daily operations and equipment maintenance. Cemetery staff and myself have started work on the "New" section of the cemetery for casket burial, mapping and master plan development. The solar project is still in the works, along with other projects that focus on water saving, reducing maintenance, and providing more options for families to use our cemetery.

**AGENDA ITEMS:**

- 1) Update Board on progress of Memorial Walk. Discussion and Action. Discussion only.
- 2) Update Board on progress of new burial section of cemetery. Discussion only.
- 3) Discuss ideas to re-design Cremation Estates area of cemetery. Shawn Sutherland made a motion to re-design/refurbish the Cremation Estates area. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
- 4) Consider price adjustments for outer burial containers. Discussion and Action. Shawn Sutherland made a motion to approve the price adjustment. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).
- 5) CSDA membership renewal. Discussion and Action. Shawn Sutherland made a motion to renew the CSDA membership. Gary Summers seconded the motion. Motion passed Three (3) to Zero (0).

**Unfinished Business List:** None

**Other Board Items:** None.

**BOARD MEMBER INPUT:** None.

**MEETING ADJOURNED:** Meeting Adjourned: 6:00 p.m.

The next Meeting will be January 16, 2023.

Respectfully Submitted,

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Robyn Melton – Vice Chair/Secretary

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

