



West Side Cemetery District

440 Bob Hampton Road, Taft, Ca 93268

Phone: (661) 765-4505

Email: nick@westsidecemetery.com

Regular Monthly Board of Trustees Meeting
District Office Boardroom, 440 Bob Hampton Road, Taft, CA 93268
February 17, 2026

CALL TO ORDER: Don Black called the meeting to order at 5:04 p.m.

PLEDGE OF ALLEGIANCE: Nick Ward led Flag Salute.

INVOCATION: Charles Landwehr

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

ABSENT WERE: None

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Michael Herrera-COS District 2 Supervisor. KCERA, Nick Harper-All Funeral Services. Cemsites.

ANNOUNCEMENTS: None

- 1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the January 20, 2026 board meeting. Carrie Jameson seconded the motion. Motion passed Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Shawn Sutherland made a motion to approve the Financial Statements for January 2026. Robyn Melton seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**
Transaction Detail by Account (General): Carrie Jameson made a motion to approve the cash disbursements for January 2026, for checks 8244 thru 8257 and ACH's for a total of \$6,779.17. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).

Transaction Detail by account (Payroll): Carrie Jameson made a motion to approve the cash disbursements for January 2026 for checks 1794 thru 1799 and AJE's for \$17,275.62. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).

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

MANAGERS' REPORT:

The District performed 8 services in January for a total of 57 services conducted for the 25-26 fiscal year. The district had completed 62 services a year prior. Grounds crew is busy conducting funeral services, general cleaning, sprinkler testing and equipment maintenance. Maintenance staff is also making changes to the Memorial Walk. Also working on weed abatement and repair of curb and gutter concrete. Completed District price adjustments for new niche spaces and planning future needs for the cemetery district.

AGENDA ITEMS:

- 1) Update Board on current Kern County Financial Reporting. Discussion only.
- 2) Update on health insurance benefits options for district employees. Discussion Only

Unfinished Business List:

Other Board Items: American Flag Drop-Off Box

BOARD MEMBER INPUT: None.

MEETING ADJOURNED: Meeting Adjourned: 5:35 p.m.

The next Meeting will be March 17, 2026.

Respectfully Submitted,

Robyn Melton – Secretary