



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
November 15, 2022

CALL TO ORDER: Gary Summers called the meeting to order at 5:10 p.m.

PLEDGE OF ALLEGIANCE: Charles Landwehr led Flag Salute.

INVOCATION: Bob Jordan

PRESENT WERE: Melton, Summers, Jordan and Manager Nick Ward

ABSENT WERE: Don Black and Shawn Sutherland

GUESTS WERE: Charles Landwehr

PUBLIC COMMENT: None

CORRESPONDENCE: Kevin Criss with JPHE Solar. Jordan Miller with Roger Miller Insurance. District Auditor John Blomberg. West Kern Water protest hearing about rate increases.

ANNOUNCEMENTS: None

1) **Approval of Minutes:** Robyn Melton made a motion to approve the Minutes of the October 18, 2022 board meeting. Gary Summers seconded the motion. Motion passed. Three (3) to Zero (0).

2) **Approval of Financial Statements:** Robert Jordan made a motion to approve the Financial Statements for the month of October 2022. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).

3) **Approval of Monthly Disbursements:**

Transaction Detail by Account (General): Robert Jordan made a motion to approve the cash disbursements for October 2022, for checks 7568 thru 7586 and ACH's for a total of \$46,536.72. Robyn Melton seconded the motion. Motion passed Three (3) to Zero (0).

Transaction Detail by account (Payroll): Robert Jordan made a motion to approve the cash disbursements for October 2022, for checks 1513 through 1515 and AJE's for \$22,858.13. Robyn Melton 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

MANAGERS' REPORT:

The District performed 19 services in October for a total of 34 services for the fiscal year. Compared to a total of 55 in fiscal year of 2021-2022. 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 and staff are making changes to non-essential turf within the cemetery to conserve resources. District staff has removed all grave decorations to perform tasks that would otherwise be near impossible. Continued training new employees, Salvador Prestegi and Kyle Maness.

AGENDA ITEMS:

- 1) Update board on JPHE solar project on the Cemetery District shop. Discussion and Action. Discussion only.

- 2) Discuss annual holiday dinner options for employees and trustees. Discussion and Action. Robyn Melton made a motion to award employees with a \$50.00 gift card in lieu of holiday dinner. Robert Jordan Seconded the motion. Motion passed Three (3) to Zero (0).

- 3) Present new ideas and plans for future cremation expansion. Along with cost vs. benefit projections. Discussion and Action. Discussion only.

Unfinished Business List: None

Other Board Items: None

BOARD MEMBER INPUT: Board would like new information flyers to be created that have price and product information displayed.

MEETING ADJOURNED: Meeting Adjourned: 6:18 p.m.

The next Meeting will be December 20, 2022.

Respectfully Submitted,

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