



## **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  
August 16, 2022

**CALL TO ORDER:** Robyn Melton called the meeting to order at 5:05 p.m.

**PLEDGE OF ALLEGIANCE:** Robyn Melton led Flag Salute.

**INVOCATION:** Robert Jordan

**PRESENT WERE:** Melton, Black, Sutherland, Jordan and Manager Nick Ward

**ABSENT WERE:** Gary Summers

**GUESTS WERE:** None

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Cindi Rosa with ZEROnox. Douglas McAllister with Frontier. Anthony Cruz with Kern County Public Health Services, Kathleen Krause with Kern County Board of Supervisors. Caroline Gollihare with WIOA.

**ANNOUNCEMENTS:** None

- 1) **Approval of Minutes:** Don Black made a motion to approve the Minutes of the July 19, 2022 board meeting. Shawn Sutherland seconded the motion. Motion passed. Four (4) to Zero (0).
- 2) **Approval of Financial Statements:** Don Black made a motion to approve the Financial Statements for the month of July 2022. Shawn Sutherland seconded the motion. Motion passed Four (4) to Zero (0).
- 3) **Approval of Monthly Disbursements:**  
**Transaction Detail by Account (General):** Robert Jordan made a motion to approve the cash disbursements for July 2022, for checks 7522 thru 7534 and ACH's for a total of \$15,084.88. Don Black seconded the motion. Motion passed Four (4) 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):** Robert Jordan made a motion to approve the cash disbursements for July 2022, for checks 1489 through 1496 and AJE's for \$27,689.35. Don Black seconded the motion. Motion passed Four (4) to Zero (0).

**MANAGERS' REPORT:**

The District performed 6 services in July for a total of 6 to start the fiscal year. Compared to 10 in July of 2021. Grounds crew has stayed busy taking care of services, trimming trees, and maintaining the cemetery grounds and equipment. We are spending quite a bit of time replanting turf, and sprinkler maintenance. 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. Manager is also training the new employee on various duties related to the position of office assistant.

**AGENDA ITEMS:**

- 1) Discuss / update the West Side Cemetery District 5-year strategic plan that was conducted in November of 2014. Discussion and Action. Discussion only.

**Unfinished Business List:** None

**Other Board Items:** None

**BOARD MEMBER ITEMS:** None

**MEETING ADJOURNED:** Meeting Adjourned: 5:55 p.m.

The next Meeting will be September 20, 2022.

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