

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

8441 Burlando Road
P.O. Box 215
Wofford Heights, CA 93285

Regular Meeting

Tuesday, May 14, 2024
1:00 P.M.

Chairperson: Harry Schustz
Trustees: Peggy Agapiou, Esteban Olivares, Michael Ryan *one vacant seat*

District Manager: Randy Kyt (Cell Phone: 760-549-3468)

Clerk of the Board: Laura Kyt

All agenda item supporting documentation is available for public review in the office of the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights, CA 93285 during regular business hours 11:00 a.m. - 3:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to or during the meeting will also be available for review at the same location.

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Public restrooms are not available in the District Office

PLEASE REMEMBER TO TURN OFF ALL CELL PHONES, PAGERS, OR ELECTRONIC DEVICES DURING BOARD MEETINGS

BOARD TO RECONVENE

Board of Trustees: Agapiou, Olivares, Ryan, Schustz

CALL TO ORDER BY CHAIR OF THE BOARD

ROLL CALL BY THE CHAIR OF THE BOARD

PLEDGE OF ALLEGIANCE & INVOCATION LED BY MANAGER

PUBLIC REQUESTS, COMMENTS, PRESENTATIONS:

This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION. THANK-YOU!**

END PAGE #1

MANAGER'S REPORT

1) Department of Human Services: CalWORKS; KHSD & MAOF Programs Discussion

2024 May a) CalWORKS, KHSD & MAOF assign participants to work for six months training as a groundskeeper
 ↓ ↓ b) Two participants are currently assigned by CalWORKS for training as a groundskeeper
 ↓ ↓ c) No participants are assigned by KHSD or MAOF for training as a groundskeeper
 ↓ ↓ d) Mgr Kyt uses on-call staff to help with interment services for safety reasons

2) Theft of District Property: Handicap Portable Restroom Discussion

2024 May a) Mgr Kyt discovered handicap portable restroom was stolen during the weekend at CAPC conference
 ↓ ↓ b) Theft reported on March 19th - Kern County Sheriff Dept (case #2024-00033080)
 ↓ ↓ c) Replacement handicap portable restroom added to fiscal year 2024-2025 budget

3) Hazardous Bee Hive Removed Discussion

2024 May a) Hazardous bee hive believed to be "Africanized Bees" found in roof eaves of administrative building
 ↓ ↓ b) Bees were aggressive towards Mgr Kyt and had stung three people
 ↓ ↓ c) Beekeeper hired on April 25th to remove hive informed Mgr Kyt that bees were "killer bees"
 ↓ ↓ d) Unfortunately bees had to be exterminated; all access for bees to settle into structure were sealed up

4) Memorial Day Service Information

2024 May 14 a) Keynote Speaker Requested: Congressman Vince Fong or a representative from his office
 ↓ ↓ b) Scheduled for 11:00 pm on Monday May 27th
 ↓ ↓ c) Incoming VFW Commander very supportive of event

5) Historic Cemetery Progress Report Discussion

2024 Mar 12 a) Historic Cemetery: slope failure damage from 2023 winter storm FEMA Disaster 4699DR-CA
 ↓ ↓ b) Preliminary Technical Report prepared by Engineering Firm WZI, Inc. submitted to FEMA (min. cost \$999)
 ↓ ↓ c) CalOES Recovery Environmental and Historic Preservation [EHP] Impact Memorandum received (11-02-2023)
 ↓ ↓ d) EHP: protective measures report needed regarding equipment mobilization & overnight storage
 ↓ ↓ e) EHP is concerned with how machinery will impact cemetery; ground disturbance; monument protection
 ↓ ↓ f) District will need to hire a professional engineer to design project & general contractor for construction mgmt
 ↓ ↓ g) Funding Progress Report: FEMA 75%; CalOES 18.75%; District 6.25% of estimated approximate \$149,000
 2024 May h) Historic Preservation Specialist/SOI Archeologist Noelle King met with Mgr Kyt at Historic Cemetery (April 16)
 ↓ ↓ i) FEMA Status Update: Public Assistance Program Delivery Manager Gilbert Cruz (email received May 2)

6) Water Delivery System: Active Well #1 Discussion

2023 Aug 30 a) Summer of 2023 active well produced 50% of what was needed to irrigate properly
 2024 May 14 b) Water production and watering distribution and cycles (10 minutes per station)
 ↓ ↓ c) Well Maintenance: chemical treatment needed for iron manganese build-up

7) Water Delivery System Project: Install Well #2 Discussion

2022 June 30 a) Paid \$2,400 to "Puwane" (aka Water Prospector) for ground water survey; technician found 3 sites to drill
 2023 May 25 b) California Dept of Water Resources "Small Community Drought Relief Grant" - no funding available
 2024 Mar 12 c) District's request to pump water from the Big Blue Group of Mines adit has been officially denied
 2024 May 14 d) Mgr Kyt recommends drilling secondary well based on ground water survey site; received quotes

Action Required **NEW BUSINESS**

A 1) **Water Delivery System Project: Install Well #2** Action Required

a) Need for a second water delivery system has been established by Mgr Kyt
 b) Projects over \$25,000 require that "Prevailing Wage" be paid by contractors
 c) Project must be registered with the Department of Industrial Relations before advertising
 d) Discuss funding of water delivery system #2
 e) Discuss District's "Public Works Contracts Policy"
 f) Other findings and requirements; another board meeting will be required to select qualified bid
 Action: g) Decision: to drill secondary well or not to drill well secondary well

A 2) **Public Works Contracts Policy** Action Required

a) Future public works contracts are immanent
 b) Review Orange County Public Cemetery District "Public Works Contracts Policy"
 c) Adopt Orange County Public Cemetery District's public works policy

A 3) **Water Delivery System Project: Install Well #2** Action Required

a) Upon approval to drill secondary well and upon approval of District's "Public Works Contracts Policy"
 Action: b) Approve bid requirements and specifications
 Action: c) Set dates for advertising public works project and date for bid proposal submission deadline
 Action: d) Budget Modification: funding of drilling and connecting water delivery system #2

UNFINISHED BUSINESS

2024 Mar 12 1) **California Association of Public Cemeteries 66th Annual Conference** Information

↓ ↓ a) Scheduled March 14 thru March 16, 2024 in San Diego (registration fee \$554.00 per person)
 ↓ ↓ b) Conference highlights: Know Your Legislator; Heat-Illness Prevention Training; and Work Place Violence
 ↓ ↓ c) Scholarship applications submitted January 19th; Registration deadline February 16th
 ↓ ↓ d) Scholarship applications submitted for Trustees Schustz, Agapiou, Olivares; Mgr Kyt; Clerk Blythe
 ↓ ↓ e) Scholarship awarded to Trustee Agapiou; Registration paid for Trustees Schustz, Olivares and Mgr Kyt
 ↓ ↓ f) Revisions to Fiscal Year Budget 2023-2024 - increase operations budget to cover costs of conference
 ↓ ↓ g) Mgr Kyt paid for employee Wesley Kyt to attend conference; Secretary Kyt will not be attending
 2024 May h) Conference attended by trustees Agapiou, Olivares, Schustz, Mgr Kyt & Groundsman Wes Kyt
 ↓ ↓ i) Review conference expense report and participant's personal reports submitted

2024 May 2) **CAPC Conference Highlights** Discussion

↓ ↓ a) Cemetery data base software "CemSite" offers ground penetrating radar services
 ↓ ↓ b) Grasshopper vendor offers maintenance service on older model riding mowers
 ↓ ↓ c) Trustees and Staff received certificates for AB1234 Ethics Training
 ↓ ↓ d) Comments from Trustees and Staff

A 3) **Historic Cemetery: Ground Penetrating Radar** Action Required

2024 May a) Use cemetery data base software company "CemSite" to perform ground penetrating radar services
 ↓ Action: b) Hire "CemSite" to perform ground penetrating radar services of Historic Cemetery in fiscal year 2024-2025

DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2023-2024 REVIEW

- 1) **Review Operations Fiscal Year 2023-2024 Budget as of April 30, 2024** *Discussion*
- a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations
 - b) Interest Income (transfers in): Investments with Stifel and County of Kern Funds
 - c) Miscellaneous Income: Donations and Grants
 - d) Transfers In: FEMA & CalOES project completion transfers from Fund #42013
 - e) Employee Compensation; Health and Retirement Benefits: review expenditures
 - f) Operations & Maintenance Expense Distribution: review expenditures
 - g) Operations & Maintenance Expenses: review professional services
 - h) Operations & Maintenance Expenses: review modifications to line item allocations
 - i) Resale Materials and Inventory: review expenditures
 - j) Contracts, Leases, Agreements & Interest Expenses; Contingency
 - k) Capital Outlay & Expenditures
 - l) Discuss adjustments and modifications to Fiscal Year 2023-2024 Operation's Budget of District
 - m) Review Fiscal Year 2024-2025 Baseline for Operation's Budget of the District
 - n) Add to FY 2024-2025 Budget: cemetery data base software upgrade; computer and telephone upgrades
 - o) Discuss adjustments and modifications to Fiscal Year 2024-2025 Baseline Operation's Budget of District
 - p) Capital Outlay & Expenditures: FEMA 6.25% District's share of cost for Historic Cemetery Projects

Action Required A	2) Approve Fiscal Year 2024-2025 Baseline for District's Operation Budget <i>Action Required</i>
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Action: a) Review adjustments and or modifications to Fiscal Year 2024-2025 District's Baseline Operation Budget
b) Approve Fiscal Year 2024-2025 Baseline for District's Operation Budget

- 3) **Review FY 2023-2024 Budget for General Fund as of April 30, 2024** *Discussion*
- a) Review Fiscal Year 2023-2024 General Budget Components (Kern County Fund #42010)
 - b) Review Fiscal Year 2024-2025 Baseline for General Fund #42010 Budget

- 4) **Review FY 2023-2024 Budget for Endowment Fund as of April 30, 2024** *Discussion*
- a) Review Fiscal Year 2023-2024 Endowment Budget Components (Kern County Fund #42011)
 - b) Review Fiscal Year 2024-2025 Baseline for Endowment Fund #42011 Budget

- 5) **Review FY 2023-2024 Budget for Pre-Need Fund as of April 30, 2024** *Discussion*
- a) Review Fiscal Year 2023-2024 PreNeed Budget Components (Kern County Fund #42012)
 - b) Review Fiscal Year 2024-2025 Baseline for PreNeed Fund #42012 Budget

- 6) **Review FY 2023-2024 Budget for Deferred Maint Fund as of Apr. 30, 2024** *Discussion*
- a) Review Fiscal Year 2023-2024 Deferred Maintenance Budget Components (Kern County Fund #42013)
 - b) Review Fiscal Year 2024-2025 Baseline for Deferred Maintenance Fund #42013 Budget

Action Required A	7) Approve Fiscal Year 2024-2025 Baseline for the Budgets of ALL Funds <i>Action Required</i>
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Action: a) Discuss adjustments and or modifications to Fiscal Year 2024-2025 Budgets of ALL Funds of the District
b) Approve Fiscal Year 2024-2025 Baseline for General Fund #42010 Budget
c) Approve Fiscal Year 2024-2025 Baseline for Endowment Fund #42011 Budget
d) Approve Fiscal Year 2024-2025 Baseline for PreNeed Fund #42012 Budget
e) Approve Fiscal Year 2024-2025 Baseline for Deferred Maint. Fund #42013 Budget

OTHER BUSINESS

- | | | |
|-----------|---|-------------------|
| 1) | District Audits | <u>Discussion</u> |
| | a) District Audits Back Log: FYE 2017; 2018; 2019; 2020; 2021; 2022; 2023 | |
| | b) Kern County Auditor notified that audit timeline is not going as planned (email dated May 8, 2024) | |
| | c) Progress report by Secretary Kyt | |

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| 2) | Topics for Next Agenda | <u>Information</u> |
| | a) District Audits: FY 2016-2017 to FY 2022-2023 | |
| | b) Monthly Financial Reports: December 2023 to March 2024 | |
| | c) Minutes: May 2020 to March 2024 | |
| | d) Recoupment: cemetery services executed as of May 31, 2024 | |
| | e) CalPERS: Side Fund Debt Balance with Pre-Need Fund #42012; Contract and Future Liability | |

>>>> **ADD ITEMS FOR FUTURE AGENDAS** <<<<<

BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

Board Member Announcements or Reports (Information Only): On their own initiative, Board members may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. (Gov. Code Sec. 54954.2[a])

- 1) Trustee Agapiou
- 2) Trustee Olivares
- 3) Trustee Ryan
- 4) Trustee Schustz
- 5) *Vacant Seat*

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

Action Required	<u>AGREE TO CONVENE THIS MEETING & RECONVENE</u>	<u>Action Required</u>
A	1) a) Action needed to agree this meeting should convene and be rescheduled to finish business of this agenda	

A	<u>SCHEDULING MEETING TO RECONVENE</u>	<u>Action Required</u>
	a) Check Trustee availability to schedule board meeting to reconvene this meeting	
	<i>Action:</i> b) Schedule meeting to reconvene this regular meeting	

<u>NEXT REGULAR MEETING:</u>	<u>Information</u>
Scheduled: July 9, 2024 at 1:00 p.m.	

A	<u>MOTION TO CONVENE:</u> <i>time meeting was convened</i>	<u>Action Required</u>
	<i>Action:</i> a) Convene Meeting	