

Kern River Valley Public Cemetery District  
Minutes of the Regular Board of Trustees Meeting – Tuesday September 8<sup>th</sup>, 2020 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
Tuesday September 8<sup>th</sup>, 2020 @ 1:00 PM  
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: John Blythe, Chairperson/President, Board of Trustees  
Mark Montgomery, Member, Board of Trustees  
Esteban Olivares, Member, Board of Trustees  
Harry Schustz, Member, Board of Trustees  
Gerald Wenstrand, Member, Board of Trustees  
Randy Kyt, District Manager

Absent: Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Blythe at 1:05 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (5 Trustees Present)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- E. CONSENT AGENDA:
  - 1. Request received to waive non -resident fee; Marcia Fair
  - 2. Disinterment and Transfer within District Boundaries
  - 3. Release of Interest in Plot and Transfer: Sharin Bailey
  - 4. Release of Interest in Plot and Transfer: Vernon Ramey

Motion to approve consent agenda by Trustee Schustz; second by Trustee Wenstrand and passed.

- F. DISTRICT MINUTES & REPORTS *(Due to disability of District Secretary/Clerk of the Board, the following items are unfinished):*
  - 1. Approval of May 12, 2020 Regular Meeting Minutes
  - 2. Approval of June 18, 2020 Special Meeting Minutes (Budget)
  - 3. Approval of July 14, 2020 Convened Regular Meeting Minutes
  - 4. Approval of August 4, 2020 Reconvened Regular Meeting Minutes
  - 5. Approval (subject to audit) of March Financial Report
  - 6. Approval (subject to audit) of April Financial Report
  - 7. Approval (subject to audit) of May Financial Report
  - 8. Approval (subject to audit) of June Financial Report
  - 9. Approval (subject to audit) of July Financial Report
- G. MANAGER’S REPORT: Randy Kyt, District Manager
  - 1. CalPERS – Amend Contract: Manager Kyt has previously brought this to the attention of the Board in prior meetings regarding benefits for full-time employees and part time employees as well. Trustee Schustz moved to being the authorization process to amend the CalPERS contract and plan a special meeting, if requiring additional action by the board; second by Trustee Montgomery and passed.
  - 2. Personal Leave of Absence Requested by Secretary Kyt: Due to Secretary Kyt’s automobile accident on July 7<sup>th</sup>, she has been recovering and was granted a leave of absence from July 7-

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September 8: Secretary Kyt is requesting an extended “personal leave of absence” to complete the recovery process. Trustee Wenstrand moved to allow Secretary Kyt a “personal leave of absence”; second by Trustee Schustz and passed.

3. Public Safety Risk: Access to Cemetery Property from Burlando Road: Letter prepared to send to Board of Supervisors and public Works Department for review.
4. Desert Memorial Park Cemetery – Ridgecrest: Manager Kyt reports he talked to owner Debra Holland and offers her cemetery to District by annexation. Manager Kyt will talk with LAFCO executive director Blair Knox regarding the specifics. Trustee Schustz has a concern whether or not this annexation will require CalPERS benefits to existing employees who then become public employees of the District after annexation is completed.
5. Veterans Day Event: Manager Kyt reports that he has decided to not hold a service to protect the public from covid-19. American flags will be distributed on the Veterans graves.
6. Historic Cemetery Activities: Manager Kyt reports that no interment activity or plot purchase requests to date. He has conversed with Surveyor Schamber about ground penetrating radar. Manager Kyt is unable to complete any research regarding the National Register of Historic Places. This topic item will be removed from the agenda until research can be performed in the future.

H. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. New Trustee Appointment Notification: Trustee Esteban Olivares appointed as an At-Large Member of the Board on July 14, 2020 to replace former Trustee Steve Lott whose term expires November 27, 2021. Trustee Olivares was formally sworn in on August 11, 2020.
2. Statement of Economic Interest Form 700: Trustee Olivares submitted assuming office 700 form to Kern County.
3. Roster of Public Agencies Filings Updated – Report of Appointment: Trustee Olivares appointment was submitted to California Secretary of State Trustee roster and County of Kern Trustee rosters.
4. Notification of Changes to Trustee Appointments Submitted: Insurance Carrier – Golden State Risk Management Authority, California Association of Public Cemeteries and California Special Districts Association have been notified.
5. Ethics AB 1234 Training: Certification is current for Trustees Blythe, Olivares, Schustz and Wenstrand. Training assigned to Trustee Montgomery.
6. Workplace Anti-Harassment Training AB 1825: Certification is current for Trustees Blythe, Olivares and Schustz. Training assigned to Trustees Montgomery and Wenstrand.

I. BOARD MEMBER’S TERMS EXPIRE:

1. Trustee Terms Expire November 27, 2020: Trustees Blythe and Schustz terms expire on November 27, 2020, and both have requested re-appointment.

J. BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS:

1. Alta One Federal Credit Union – Account Signature Cards: Account Authorizations have been in process for being updated for both bank accounts.
2. Kern County – Processing Systems Signature Cards: Secretary Kyt will prepare a signature card for Trustee Olivares.
3. Notification required by State Board of Equalization: State Board of Equalization reports that officer registration is no longer current and former Trustee Steve Lott needs to be taken off. A motion was made by Trustee Wenstrand to remove former Trustee Steve Lott and add Trustee Esteban Olivares to the State Board of Equalization; second by Trustee Montgomery and passed.

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K. UNFINISHED BUSINESS:

1. Fiscal Year 2016-2017 Audit: Auditor is confirmed for audit of fiscal year 2016-2017 at \$4,250 + mileage. Due dates for this audit for the State was January 31, 2018 and County was June 30, 2018.
2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for audit of fiscal year 2017-2018 at \$4,250 + mileage. Due dates for this this audit for the State was January 31, 2019 and County was June 30, 2019.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for audit of fiscal year 2018-2019 at \$4,250 + mileage. Due dates for this audit for the State was January 30, 2020 and County was June 30, 2020.
4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for Fiscal Year 2019-2020. Due date for the State is January 30, 2021 and County is June 30, 2021.

L. NEW BUSINESS:

1. Resolution #120 – Biennial Review of Conflict of Interest 2020-2022. Trustee Schustz moved to adopt Resolution #120; second by Trustee Montgomery and passed.
2. Annual Review of Cemetery Fees Charged for Services: Board and Manager Kyt reviewed CAPC worksheet pertaining to average costs of other special districts fee registers. The Board and Manager Kyt made recommendations for fee adjustments, corrections, fee increases and percentages. Trustee Schustz moved to adopt revisions to District Fee Register effective October 1<sup>st</sup>; second by Trustee Montgomery and passed.
3. Kern County Administrative Office – PPE Support Program: Manager Kyt reports the District applied for PPE Support program and is researching other grant programs that offer financial support.
4. Bronze Memorial for the Rose Garden: “Life is Eternal” bronze plaque: Fund #42010 capital outlay budget revised for the Rose Garden “Life is Eternal” bronze memorial on August 4<sup>th</sup>. Budget had increased from \$7,000 to lowest quote of \$75,74.58. Manager Kyt requested a discount from the account manager of Matthew’s Cemetery Products. The price was reduced to \$6,826.21. Purpose of memorial is that it will hold 136 scrolls to memorialize cremations scattered in the Rose Garden.

- M. 2017 DISASTER STORM FEMA DR-4305: Report due on FEMA on September 15<sup>th</sup> to begin close out process. Board reviewed close out process and will be formally presented at the November board meeting. Project’s allocated funded was \$30,890. Interest earned on Fund #42013 was \$910.59; \$999 was transferred to Fund #42010, leaving \$30,802.26 in the Reserve Fund.

N. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Chairperson Blythe: Welcomed Trustee Olivares to the board.

Trustee Montgomery: No comment

Trustee Olivares: Thank you for the opportunity to serve on the board.

Trustee Schustz: No comment

Trustee Wenstrand: No comment

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O. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Thanked the board for their support during this time as Secretary Kyt recovers.

Secretary Kyt: Absent

NEXT REGULARLY SCHEDULED MEETING: November 10, 2020 @ 1:00 PM

P. MOTION TO ADJOURN: The meeting at 2:10PM

Respectfully submitted by

*John Blythe*

John Blythe

Clerk Specialist/Administrative Assistant

*(These minutes were officially transcribed on June 16, 2024 for public record from meeting notes that were on file/available.)*