

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, November 9th, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday November 9th, 2021 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: Harry Schustz, Chairperson/President, Board of Trustees (*via phone*)
John Blythe, Member, Board of Trustees (*via phone*)
Charles Lee, Member, Board of Trustees (*appointed Oct. 26, 2021*)
Mark Montgomery, Member, Board of Trustees
Esteban Olivares, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:07 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:
Jason Baker: Is from the Eagle Scout Project. Would like to help with Veterans and Memorial Day ceremonies such as the color guard and the ashes scattered in the canyon to better beautify this portion of the cemetery district's grounds. Manager Kyt and Jason will meet on Friday and Chairperson Schustz requested that any work done by the Eagle Scout to please take before and after photos.
- E. MANAGER'S REPORT: Randy Kyt, District Manager
1. District Improvements: Manager Kyt reports on office improvements to the interior, such as the recently designed workplace stations, two computers receiving from LAFCO and operating systems. Former Trustee Atchison donated a computer and monitor as well as did Chairperson Schustz. Manager Kyt informs the board that some of the office equipment is out of date and would like dispose of it properly. Trustee Olivares moved to authorize Manager Kyt to dispose of out of date and/or recycle non functioning office equipment; second by Trustee Lee and passed.
 2. Veterans Day Service: Manager Kyt reports Kern County Supervisor Philip Peters is scheduled to speak on the ceremony on November 11th, at 11:00 AM.
- F. SECRETARY'S REPORT: Laura Kyt, District Secretary
1. Modified Work for Secretary: Secretary Kyt resumed working part-time 20 hours per week on November 9th. Secretary continues to be under medical care since July, 2020 and has been in a medical care program. Secretary Kyt reports that upon expected discharge she can return to full time however the district's administrative backlog of work is proving difficult to bring current while working part-time.
 2. Production of Business Records Subpoena Received: Subpoena orders employment, payroll, workers compensation records pertaining to Secretary Kyt. Chairperson Schustz met with Ontellus agent for McCormick, Barstow, Sheppard, Wayte and Carruth who represent the defendant that crashed into Secretary Kyt in July 20, to obtain the records and were scanned in on November 2, 2021.

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G. DISTRICT MINUTES – PROGRESS REPORT:

1. May 12th, 2020 Regular Meeting Minutes
2. June 18th, 2020 Special Budget Meeting Minutes
3. July 14th, 2020 Convened Regular Meeting Minutes
4. August 4th, 2020 Reconvened Regular Meeting Minutes
5. September 8th, 2020 Regular Meeting Minutes
6. November 19th, 2020 Regular Meeting Minutes
7. January 12th, 2021 Reconvened Regular Meeting Minutes
8. February 10th, 2021 Reconvened Regular Meeting Minutes
9. March 9th, 2021 Regular Meeting Minutes
10. May 11th, 2021 Reconvened Regular Meeting Minutes
11. June 1st, 2021 Reconvened Regular Meeting Minutes
12. June 15th, 2021 Special Budget Meeting Minutes
13. July 13th, 2021 Convened Regular Meeting Minutes
14. July 27th, 2021 Reconvened Regular Meeting Minutes
15. September 14th, 2021 Regular Meeting Minutes

Secretary Kyt reports that the board meeting minutes since May 2020 have not been completed and minutes will be added to the backlog.

H. CONSENT AGENDA:

1. Approval (subject to audit) of August Financial Report
2. Approval (subject to audit) of September Financial Report
3. Request received to waive non-resident fee: Dorothy Rice
4. Request received to waive non-resident fee: Helen Witt
5. Request received to waive non-resident fee: June Washburn
6. Request received to waive non-resident fee: Vinita McDowall
7. Request received to waive non-resident fee: Ricky Maggard
8. Release of Interest and Transfer for Patricia Clemensen
9. Release of Interest and Transfer for Candace Studebaker
10. Release of Interest and Transfer for Marjorie Cartwright

Trustee Blythe moved to approve consent agenda items; second by Trustee Montgomery and passed.

- I. DISTRICT POLICIES AND PROCEDURES HANDBOOK: Policy Research: Kern County Employee Policy & CSDA Policy Handbook. Secretary Kyt reports the Board approved purchasing the sample CSDA Policy Handbook and suggested reviewing CSDA Policy Sections 1000 – General, 2000 – Administration; 3000 – Personnel and 4000 – Board and review these at the next upcoming board meetings through May. Trustee Olivares requests policy needs to be in place before applications begin. Secretary Kyt will look at other districts as well as CAPC. Chairperson Schustz would like to see potential new hires go through a background check and if healthcare and other benefits need to be offered.

- J. Office Staff Personnel: Board previously approved hiring additional office staff, after policy is formally adopted which is scheduled for January, 2022, begin process to hire office staff.

K. UNFINISHED BUSINESS:

1. Fiscal Year 2016-17 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2018 and County was June 30, 2018.

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2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2019 and County was June 30, 2019.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2020 and County was June 30 2020.
4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for FY 2019-20. Due date has passed on January 31, 2021 and County was due on June 30, 2021.
5. Fiscal Year 2020-2021 Audit: RT Dennis Accountancy is budgeted to perform audit services for Fiscal Year 2020-21. Due date for the State is January 31, 2022 and County is June 30, 2022.
6. Professional Accounting Services Report: Financial Accountant David Bruner will be at the district to perform accounting services in the month of November.

L. NEW BUSINESS:

1. Annual Review of Cemetery Fees Charged for Services: Board reviewed California Association of Public Cemeteries worksheet pertaining to average costs of other special district fee registers. Manager Kyt had recommendations for fee adjustments and board trustees added input. Trustee Schustz moved to adopt revisions to District Fee Register effective September 14, 2021; second by Trustee Olivares and passed.
2. Historic Cemetery: Manager Kyt reports internments can begin at the Historic Cemetery; Trustee Olivares moved to authorize; second by Trustee Schustz and passed.
3. California Association of Public Cemeteries Annual Education Seminar: Scheduled for October 8th and 9th in San Luis Obispo which provides governance, leadership and harassment and ethics training to trustees.

M. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. New Trustee Appointment Notification: Trustee Charles Lee was appointed on October 26th, 2021 to former Trustee Wenstrand's vacated seat. Trustee Lee was formally sworn in on November 5th, 2021.
2. Statement of Economic Interests Form 700: Trustee Lee prepared assuming office form 700 submitted to the Kern County Clerk of the Board.
3. Roster of Public Agencies Filings Updated: Report of Appointment: California Secretary of State and Kern County Trustees rosters all updated adding Trustee Lee and removing former Trustee Wenstrand.
4. Notifications of Changes to Trustee Appointments Submitted: Insurance Carrier – GSRMA, California Association of Public Cemeteries and California Special Districts Association notified.
5. Board Members Term Expires: Trustee Olivares term expires November 27th, 2021 and requests reappointment.
6. Board Member Training Status Report: Ethics AB 1234 and Workplace Anti-Harassment Training AB 1825 Certification is current for all Trustees; Trustee Lee had just completed.

N. NEW BUSINESS:

1. Employee Health Care Open Enrollment: Effective January 1st, 2022, American Fidelity will be the County's new voluntary benefits administrator. Open enrollment for 2022 Health Plan for employees to make changes ends on November 10, 2021. Manager Kyt indicates he will not switch medical or dental plans.
2. Kern Valley High School Work Training Program: One student can perform 80 hours of community service. Manager Kyt requests to sign agreement presented by KHSD program. After discussion, no action by the board was taken.

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O. UNFINISHED BUSINESS:

1. Historic Cemetery
2. CalPERS Contract and Future Liabilities
3. District Strategic Master Plan
4. Veterans Park Project

P. BOARD MEMBER ANNOUNCEMENTS OR REPORTS:

Trustee Blythe: No comments.

Trustee Lee: No comments

Trustee Montgomery: No comments

Trustee Olivares: Thankful for everyone's hard work.

Chairperson Schustz: With relation to the district's policies would like to see places of privacy and a dress code addressed.

Q. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: No comments,

Secretary Kyt: No comments.

R. NEXT REGULARLY SCHEDULED MEETING: Tuesday January 11th, 2022 at 1:00PM

S. MOTION TO ADJOURN: Meeting was adjourned at 2:24 PM by Trustee Olivares; second by Trustee Montgomery and passed.

Respectfully submitted by

John Blythe

John Blythe

District Administrative Assistant

(These minutes were officially transcribed on June 27, 2024 for public record from meeting notes that were on file/available.)