

# 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, November 09, 2021  
1:00 P.M.

Chairperson: Harry Schutz

Trustees: John Blythe, Charles Lee, Mark Montgomery, Esteban Olivares

*Welcome Trustee Charles Lee (Appointed October 26, 2021)*

**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.

### **AMERICANS WITH DISABILITIES ACT (Government Code Section 54953.2)**

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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: Blythe, Lee, Montgomery, Olivares, Schutz

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**

Action  
Required  
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**MANAGER'S REPORT**

- |         |   |                        |
|---------|---|------------------------|
| 1)      | District Improvements   | <u>Action Required</u> |
|         | a) Office Improvement: rearrangement of office furniture to accommodate workstation - completed |                        |
|         | b) Office Improvement: installation of workstation - completed                                  |                        |
|         | c) Office Improvement: computers assigned to each desk of the workstation                       |                        |
|         | d) Two computers received from LAFCO were missing parts   |                        |
|         | e) Received donation of a computer and monitor from Mr. and Mrs. Atchison                       |                        |
|         | f) Operating systems of two computers updated   |                        |
|         | g) Professional Microsoft Suite purchased for computer assigned to Manager Kyt's desk           |                        |
| Action: | h) Authorize Mgr Kyt to recycle out of date and non-functioning office equipment                |                        |
| 2)      | Veteran's Day Service   | <u>Discussion</u>      |
|         | a) Keynote Speaker: Kern County District #1 Supervisor Phillip Peters                           |                        |
|         | b) Scheduled for 11:00 a.m. on Thursday November 11th   |                        |
|         | c) Regular program and participants expected  |                        |

**SECRETARY'S REPORT**

- |    |  |                   |
|----|--|-------------------|
| 1) | Secretary Kyt Requests to Continue Modified Part-Time Schedule   | <u>Discussion</u> |
|    | a) Secretary resumed working part-time (20 hours per week) on November 9, 2020                                 |                   |
|    | b) Secretary continues to be under medical care for injuries sustained in a car accident on July 7, 2020       |                   |
|    | c) Secretary requests to continue a modified work schedule (20 hours per week) until next meeting              |                   |
|    | d) Due to special admission into a medical care program Secretary needs more time to complete treatments       |                   |
|    | e) Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time |                   |
|    | f) Secretary reports that the backlog of work proving difficult to bring current while working part-time       |                   |
| 2) | Production of Business Records Subpoena Received   | <u>Discussion</u> |
|    | a) Subpoena orders employment, payroll, workers compensation records pertaining to Secretary Laura Kyt         |                   |
|    | b) Chairperson Harry Schustz met with Ontellus agent who scanned the records on November 2, 2021               |                   |
|    | c) Ontellus is the agent for McCormick, Barstow, Sheppard, Wayte & Carruth to obtain the records               |                   |
|    | d) McCormick, Barstow, Sheppard, Wayte & Carruth attorneys for the defendant who caused auto accident          |                   |

**DISTRICT MINUTES: progress report**

- |     |  |                   |
|-----|--|-------------------|
| 1)  | May 12, 2020 Regular Meeting Minutes                 | <u>Discussion</u> |
| 2)  | June 18, 2020 Special (Budget) Meeting Minutes       |                   |
| 3)  | July 14, 2020 Convened Regular Meeting Minutes       |                   |
| 4)  | August 4, 2020 Reconvened Regular Meeting Minutes    |                   |
| 5)  | September 8, 2020 Regular Meeting Minutes            |                   |
| 6)  | November 19, 2020 Regular Meeting Minutes            |                   |
| 7)  | January 12, 2021 Convened Regular Meeting Minutes    |                   |
| 8)  | February 10, 2021 Reconvened Regular Meeting Minutes |                   |
| 9)  | March 9, 2021 Regular Meeting Minutes                |                   |
| 10) | May 11, 2021 Convened Regular Meeting Minutes        |                   |
| 11) | June 1, 2021 Reconvened Regular Meeting Minutes      |                   |
| 12) | June 15, 2021 Special (Budget) Meeting Minutes       |                   |
| 13) | July 13, 2021 Convened Regular Meeting Minutes       |                   |
| 14) | July 27, 2021 Reconvened Regular Meeting Minutes     |                   |
| 15) | September 14, 2021 Regular Meeting Minutes           |                   |

**CONSENT AGENDA**

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

**DISTRICT FINANCIAL REPORTS**

Consent Agenda

- 1) Approval (subject to audit) of August Financial Report
- 2) Approval (subject to audit) of September Financial Report

**NON-RESIDENT FEE WAIVED**

Consent Agenda

- 1) Request received to waive non-resident fee: Dorothy Rice
  - a) Cremation interment: March 2, 2021 [Section III-B, Block 325, Row #2 Lot A1(a)]
  - b) Mrs. Rice relocated to Bakersfield in 2017
  - c) Mrs. Rice was a resident of the valley for 30 years - she lived in Wofford Heights
- 2) Request received to waive non-resident fee: Helen Witt
  - a) Traditional interment: March 6, 2021 [Section II, Block 136, Lot C9]
  - b) Mrs. Witt relocated to a Bakersfield assisted living in 2016
  - c) Mrs. Witt was a resident of the valley for 77 years - she lived in Kernville, Onyx, & Weldon
  - d) Mrs. Witt was a property owner in Onyx at the time of her death
- 3) Request received to waive non-resident fee: June Washburn
  - a) Cremation interment: May 13, 2021 [Section I, Block 44, Lot A3(b)]
  - b) Mrs. Washburn relocated to Fremont California in 2018 due to health reasons
  - c) Mrs. Washburn was a resident of the valley for 50 years - she lived in Kernville
- 4) Request received to waive non-resident fee: Vinitia McDowall
  - a) Cremation interment: August 21, 2021 [Section III-B, Block 323, Lot A3(b)]
  - b) Mrs. McDowall relocated to a Chino Hills assisted living in 2018
  - c) Mrs. McDowall was a resident of the valley for 30 years - she lived in Kernville
  - d) Mrs. McDowall was a property owner in Kernville at the time of her death
- 5) Request received to waive non-resident fee: Ricky Maggard
  - a) Cremation interment: October 23, 2021 [Section III-A, Block 5, Lot D16a(a)]
  - b) Mr. Maggard had a second residence in Torrance California
  - c) Mr. Maggard was a property owner of the valley for 20 years - he lived in Wofford Heights
  - d) Mr. Maggard was a property owner in Wofford Heights at the time of his death

CONSENT AGENDA CONTINUES ON THE NEXT PAGE

**END PAGE #3**

**CONSENT AGENDA - continued**

**RELEASE OF INTEREST AND TRANSFER**

Consent Agenda

- 1) Release of Interest and Transfer for Patricia Clemensen
  - a) From: Hexagon D, Block 2, Lot B6 (receipt #234 system #13052)
  - b) To: Hexagon D, Block 1, Lot A1 (receipt #670 system #13052)
  - c) Reason: Ms. Clemensen wanted side by side arrangements for herself and her son
  - d) Administrative fee of \$125 was charged to process the transfer transaction
  
- 2) Release of Interest and Transfer for Candace Studebaker
  - a) From: Section III-A, Block 20, Lot D13 (contract #141)
  - b) To: Section III-A, Block 20, Lot C12 - at the heart of her parent's plot (system #13105)
  - c) Reason: Ms. Studebaker has decide to change her arrangements to cremation
  - d) Administrative fee of \$125 was charged to process the transfer transaction
  
- 3) Release of Interest and Transfer for Marjorie Cartwright
  - a) From: Section III-A, Block 15, Lot C12a (system #5269)
  - b) To: Section III-A, Block 15, Lot C11a - to rest in her husband's plot (system #5270)
  - c) Reason: Mr. and Mrs. Cartwright shared a companion headstone; her plot was not needed

Action Required <b>A</b>
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**APPROVAL OF THE CONSENT AGENDA**

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|----|--|
| 1) | All items listed with a "CA" are considered to be routine and approved by one motion unless an item is pulled. Each pulled item will be heard in open session in number sequence order after approval of consent agenda. Action on each item pulled will be taken after discussion of the item pulled. |
|----|--|

Action Required

**DISTRICT POLICIES AND PROCEDURES HANDBOOK**

Jan 2020  
Jan 2020  
Jan 2020  
Mar 2020  
May 2020  
Jun 2020  
Jul 2020  
Sep 2021  
Sep 2021

- |    |  |
|----|--|
| 1) | Policy Research: Kern County Employee Policy & CSDA Policy Handbook  |
|    | a) CSDA offers Sample Policy Handbook at a cost of \$225.  |
|    | b) By purchasing this sample policy handbook it may save a great amount of policy research time              |
|    | c) To purchase the Special District's Sample Policy Handbook <u>OR</u> not to purchase the sample handbook   |
|    | d) Report: copy of "table of contents" from CSDA requested - Sec Kyt was not able to review it at conference |
|    | e) Add topic to agenda of the 2020-2021 District Budget for decision to purchase for policy review process   |
|    | f) Topic was to be added to 2020-2021 Budget for decision to purchase CSDA Policy Handbook missed            |
|    | g) Topic dropped off the agenda when the Secretary went on a leave of absence due to automobile accident     |
|    | h) Discuss budget allocation to purchase the CSDA Policy Handbook  |
|    | i) Discuss Kern County Employee Policy research  |
|    | >>> j) CSDA Policy Handbook sample was purchased   |
|    | >>> k) Review CSDA Policy Section 3000 "Personnel" Page 104 to 235   |
|    | >>> l) Review CSDA Policy Section 1000 "General" Page 1 to 30 at the January 11, 2022 regular meeting        |
|    | >>> m) Review CSDA Policy Section 2000 "Administration" Page 31 to 103 at the March 8, 2022 regular meeting  |
|    | >>> n) Review CSDA Policy Section 4000 "Board" Page 236 to 261 at the May 10, 2022 regular meeting           |

Discussion

- |    |  |
|----|--|
| 2) | Office Staff Personnel   |
|    | a) After "Personnel" policy is adopted (scheduled for January 2022) begin process to hire office staff |

Discussion

**UNFINISHED BUSINESS - AUDITS**

- 1) Fiscal Year 2016-2017 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2018 and County is June 30, 2018
  - c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
  - d) Progress report by Secretary
  
- 2) Fiscal Year 2017-2018 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2019 and County is June 30, 2019
  - c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
  - d) Progress report by Secretary
  
- 3) Fiscal Year 2018-2019 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2020 and County is June 30, 2020
  - c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
  - d) Progress report by Secretary
  
- 4) Fiscal Year 2019-2020 Audit Information
  - a) RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020
  - b) Due dates for audit: State is January 31, 2021 and County is June 30, 2021
  - c) Secretary's average hours worked in FY 2019-2020 = 40 hours per week
  - d) Progress report by Secretary
  
- 5) Fiscal Year 2020-2021 Audit Information
  - a) RT Dennis Accountancy budgeted to perform audit services for fiscal year 2020-2021
  - b) Due dates for audit: State is January 31, 2022 and County is June 30, 2022
  - c) Secretary's average hours worked in FY 2020-2021 = 20 hours per week
  - d) Progress report by Secretary

**PROFESSIONAL ACCOUNTING SERVICES**

- 1) Professional Accounting Services Report Information
    - a) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work
    - b) CPA Bruner is knowledgeable about importing and exporting data using the Sage Peachtree software
    - c) CPA Bruner will be scheduled in July to begin the process of performing accounting services onsite
    - d) CPA Bruner believes that he will be able to complete the 2016-2017 reports for the audit in one to two days
    - e) CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
    - f) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the audit
    - g) Auditor Dennis may be able to perform the audit from a remote site after CPA Bruner completes the reports
    - h) After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports
    - i) CPA Bruner will determine how many fiscal years he can complete with each onsite visit
    - j) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed
    - k) CPA Bruner has been scheduled to start financial reports FY 2016-2017 mid month in August
    - l) Per the request of CPA Bruner we rescheduled to accommodate his schedule (week of August 30th)
    - m) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed
    - n) Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled
- >>> o) CPA Bruner is available to perform accounting services in the month of November

**BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS**

- 1) New Trustee Appointment Notification *Information*
  - a) Trustee Charles Lee was appointed as an At-Large Member of the Board (October 26, 2021)
  - b) Trustee Lee was appointed to fill Trustee Wenstrand's seat after his official resignation on Sept 14, 2021
  - c) Trustee Lee was sworn in on November 5, 2021
  
- 2) Statement of Economic Interest Form 700 *Information*
  - a) Trustee Lee prepares his assuming office 700 statement to forward to Kern County Clerk of the Board
  
- 3) Roster of Public Agencies Filings Updated: Report of Appointment *Information*
  - a) California Secretary of State Trustee roster updated: reported resignation of Trustee Wenstrand
  - b) County of Kern Trustee rosters updated: reported resignation of Trustee Wenstrand
  
- 4) Roster of Public Agencies Filings Updated: Report of Appointment *Information*
  - a) California Secretary of State Trustee roster updated: reported appointment of Trustee Lee
  - b) County of Kern Trustee rosters updated: reported appointment of Trustee Lee
  
- 5) Notifications of changes to Trustee Appointments Submitted *Information*
  - a) Insurance Carrier - Golden State Risk Management Authority
  - b) California Association of Public Cemeteries
  - c) California Association of Special Districts

**BOARD MEMBER'S TERMS EXPIRE**

- 1) Trustee Terms Expire November 27, 2021 *Information*
  - a) Trustee Esteban Olivares' term expires November 27, 2021
  - b) Trustee Olivares requests reappointment

**BOARD MEMBER REQUIRED TRAINING STATUS REPORT**

- 1) Ethics AB 1234 Training - progress report *Information*
  - a) Training may be completed at [www.targetsolutions.com/kernrivercd](http://www.targetsolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Montgomery, Olivares, and Schustz
  - c) Training assigned to: Lee
  
- 2) Workplace Anti-Harassment Training AB 1825 - progress report *Information*
  - a) Training may be completed at [www.targetsolutions.com/kernrivercd](http://www.targetsolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Montgomery, and Olivares
  - c) Training assigned to: newly appointed Trustee Lee
  - d) Training assigned to: Trustee Schustz (certification expired October 25, 2021)

**NEW BUSINESS**

- 1) **Employee Health Care Open Enrollment** Information
  - a) Effective January 1, 2022 American Fidelity will be the County's new voluntary benefits administrator
  - a) Open enrollment for 2022 Plan Year for employees to make changes ends November 10, 2021
  - b) Opportunity for employees to switch medical and dental plans will not be exercised by Mgr Kyt

Action  
Required  
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- 2) **Kern Valley High School Work Training Program** Action Required
  - a) One student available to perform 80 hours of community service
  - b) Authorize Mgr Kyt to sign agreement presented by KHSD to commence program

Action:

- 1) **UNFINISHED BUSINESS** Future Agendas
  - a) Historic Cemetery Surveyor Services
  - b) CalPERS Contract & Future Liability
  - b) District Strategic Master Plan
  - c) Veteran's Park Project

>>>>>

**ADD ITEMS FOR FUTURE AGENDAS**

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**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 Blythe
- 2) Trustee Lee
- 3) Trustee Montgomery
- 4) Trustee Olivares
- 5) Trustee Schustz

**DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):**

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

- 2) **NEXT REGULAR MEETING:** Information  
Scheduled: January 11, 2022 at 1:00 p.m.

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- 3) **MOTION TO ADJOURN:** *time meeting adjourned* Action Required

Action:

- a) Action to close

**END PAGE #7**