

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, January 10, 2023
1:00 P.M.

Chairperson: Harry Schutz

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

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)

The Kern River Valley Public Cemetery District office is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance at the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights or by calling (760) 376-2189. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

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	<u>DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION</u>	
A	1)	Chairperson/President <u>Action Required</u>
A	2)	Vice Chairperson/Vice President <u>Action Required</u>

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.

	<u>DISTRICT FINANCIAL REPORTS</u>	<u>Consent Agenda</u>
C	1)	Approval (subject to audit) of October Financial Report
C	2)	Approval (subject to audit) of November Financial Report

Action Required	<u>APPROVAL OF THE CONSENT AGENDA</u>	
A	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. <u>Action Required</u>

	<u>MANAGER'S REPORT</u>	
1)	Department of Human Services - CalWORKS and KHSD Programs a) No participants are currently assigned by CalWORKS for training as a groundskeeper b) No participants are currently assigned by KHSD for training as a groundskeeper c) Without utilization of these programs Mgr has had to use on-call staff to help with services & maintenance	<u>Discussion</u>
2)	Tree and Landscape Maintenance a) Season to burn excessive dead limbs and shrubs b) Season to spray pre-emergent to kill seeds of weeds	<u>Discussion</u>
3)	Equipment Maintenance a) Front tires replaced on John Deere backhoe b) Plan to replace all tires on Ford Escape Hybrid	<u>Discussion</u>
4)	Equipment Purchase a) Plan to research and select a new utility vehicle for purchase b) Plan to research purchase option of an electric utility vehicle c) Discuss retiring 2002 Polarius utility vehicle	<u>Discussion</u>

MANAGER'S REPORT *continued*

5) Condition of Cemetery Lawns

Discussion

- 2022 Mar. 8 a) All sections of the cemetery are diminished due to lack of water
↓ ↓ b) Lack of rainfall promotes excessive weed growth
↓ ↓ c) Mgr Kyt reports trees and evergreens are dying
↓ ↓ d) Trees are watered periodically to prevent loss
↓ ↓ e) Visitors discouraged because rodent population has caused damage to all sections; care of headstones
↓ May 10 f) Damage to sprinkler system caused extensive repairs - Section III-A
↓ July 12 g) Mgr Kyt applied LT120 - a specialized long-term soil surfactant formula to cemetery lawns
↓ ↓ h) Mgr Kyt met with Paul from Gardener's Supply who traveled to District to evaluate condition of lawns
↓ ↓ i) Paul/Gardener Supply suggest that water has a high content of salt and alkaline recommends product to use
↓ ↓ j) Paul/Gardener Supply took soil samples - he will analyze soil content and make recommendations
↓ Sept 20 k) Water production of well #1 is inadequate; Mgr Kyt has reduced length of time irrigating district
↓ ↓ l) Mgr Kyt purchased a water holding tank to transport outside water source
↓ Nov 3 > m) Fire dept. captain Jim Phillips & crew remove dead pine front of Section 1+ big stump between Section 1 & 2
↓ Dec 19 n) Landscape alternatives: without water lawns will turn to dirt - consider example of Historic Cemetery
↓ ↓ o) Other landscape alternatives: limit tree replacements and consider more drought resistant plants
2023 Jan 10 p) Rainfall saturation in the month of January

6) Water Delivery System #2 Development Grant Process

Discussion

- 2022 July 12 a) Mgr Kyt seeking grants through Self Help Enterprise recommended by Senator Grove not available to Dist.
↓ Sept 20 b) Grant Application: California Dept of Water Resources "Small Community Drought Relief Grant" opportunity
↓ ↓ c) Request pledge of support from Senator Grove, Congressman McCarthy, Assemblyman Mathis, Supervisor Peters
↓ ↓ d) Sample letter addressed to California Dept of Water Resources for potential supporting partners
↓ Dec 19 e) Progress Report; Senator Grove has submitted a letter of support
2023 Jan 10 f) Progress Report: grant has been submitted - may be delayed - agency is dealing with flood crisis

7) Property Adjacent to the Historic Cemetery Research

Discussion

- 2022 Sept 20 a) Mgr Kyt researches ownership of properties adjacent to Historic Cemetery to reclaim access to water
↓ ↓ b) Real Estate Inquiry: Evan Nelson, Project Manager USACE Army
↓ ↓ c) Real Estate Inquiry: Gerald Hitchcock, Sequoia National Forest Deputy District Ranger
↓ ↓ d) Real Estate Inquiry: Keith Stone, Hydrologist and Forest BAER Coordinator
↓ Dec 19 e) Progress Report: Inquiry with lead engineer of Army Corps Engineer
2023 Jan 10 f) Progress Report

8) Cemetery Office Improvements

Discussion

- 2022 Dec 19 a) Heating and Cooling systems to be replaced because systems are not working properly
2023 Jan 10 b) Appliances purchased and install scheduled

SECRETARY'S REPORT

1) Secretary Kyt Continues Modified Part-Time Schedule

Information

- a) Secretary reports that she continues to work 30 hours per week

2) Office Staff Personnel

Discussion

- 2022 Dec 19 a) Consider the process of hiring part-time office staff for Clerk Specialist position
2023 Jan 10 b) Secretary recommends review of applicants who have applied and applicant expressing interest in position
↓ ↓ c) Budget provisions allocated for part-time position to be filled in FY 2022-2023

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PROFESSIONAL ACCOUNTING SERVICES

- 1) Professional Accounting Services Report Discussion
- a) CPA visits District on August 18, 2022 and evaluates record keeping procedures
 - b) Records in possession of CPA: 2016-2017 financial report support binder
 - c) Records in possession of CPA: 2016-2017 AltaOne bank account statements
 - d) Records in possession of CPA: 2016-2017 Wells Fargo Advisors investment statements
 - e) Records in possession of CPA: 2016-2017 Accounts Receivable yellow receipt copies
 - f) Records in possession of CPA: 2016-2017 inventory report
 - g) Records in possession of CPA: 2015-2016 audited financial report
 - h) CPA responds on behalf of District to State and County administrative staff regarding audit inquiries
 - i) Accounting software changed from Sage (Peachtree) to QuickBooks
 - 2022 Dec 19 j) Received email from Mr. Bruner on December 9th - he has begun FY 2016-2017
 - 2023 Jan 10 k) Received email from Mr. Bruner on December 20th - plans to visit the District between January 16th and 23rd

BOARD MEMBER & STAFF REQUIRED TRAINING STATUS REPORT

- 1) Ethics AB 1234 Training - progress report Information
- a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Lee and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - Mar 8 d) Training assigned to: Secretary Kyt (certification expired February 21, 2022)
 - Sept 20 e) Training assigned to: Trustee Blythe (certification expired May 11, 2022)
 - Sept 20 f) Training assigned to: Trustee Olivares (certification expired August 24, 2022)
 - Dec 19 g) Training assigned to: Trustee Montgomery (certification expired November 5, 2022)
- 2) Workplace Anti-Harassment Training AB 1825 - progress report Information
- a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Lee, Montgomery, and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - Mar 8 d) Training assigned to: Secretary Kyt (certification expired January 1, 2022)
 - Sept 20 e) Training assigned to: Trustee Olivares (certification expired August 21, 2022)

APPOINTMENT OF BOARD MEMBERS CONFIRMED

- 1) Trustee terms expired November 27, 2022 Information
- a) Trustee Charles Lee and Trustee Montgomery terms expired November 27, 2022
 - b) Trustees Lee and Montgomery request for reappointment has been granted by County Board of Supervisors

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- 1) Statement of Economic Interest Form 700 Information
- a) Annual Filing of Statements of Economic Interests due April 1, 2023

CAPC EDUCATIONAL EVENT FOR CEMETERY BOARD MEMBERS & STAFF

- 1) California Association of Public Cemeteries 65th Annual Conference Discussion
- a) Conference highlights: Personnel; Prevailing Wage and Public Works Projects; Budget Preparation
 - b) Spring Conference: registration fee \$535.00 per person - scholarships available - deadline is January 20th
 - c) GSRMA grant of \$1,000 is available for District trustees and staff to attend
 - d) Registration deadline February 24th
 - e) Discuss budget

UNFINISHED BUSINESS

1) Future Agenda Items

Information

- a) District Financial Reports and Audits: FY 2016-2017 to FY 2021-2022
- b) Minutes: May 2020 to November 2022
- c) Historic Cemetery Surveyor Services
- d) CalPERS Contract & Future Liability
- e) Veteran's Park Project
- f) Scrap or Sell 1983 Ford Pick-Up
- g) Fiscal Year 2022-2023 six month budget review

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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

NEXT REGULAR MEETING:

Scheduled: March 14, 2023 at 1:00 p.m.

Information

A

1) **MOTION TO ADJOURN:** *time meeting adjourned*

Action Required

Action: a) Adjourn Meeting

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