

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Due to schedule conflicts November 10th meeting was rescheduled to today November 19, 2020 at 1:00 p.m.

Regular Meeting

Thursday, November 19, 2020
1:00 P.M.

Chairperson: John Blythe

Trustees: Mark Montgomery, Esteban Olivares, Harry Schustz, Gerald Wenstrand

District Manager: Randy Kyt

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, Montgomery, Olivares, Schustz, Wenstrand

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

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.

NON-RESIDENT FEE WAIVED

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|----|---|-----------------------|
| CA | 1) Request received to waive non-resident fee: Donald D. Nestor (Sr.) | <i>Consent Agenda</i> |
| | a) Cremation interment: October 23, 2020 [Section III-A, Block 57, Lot A3a(c)] | |
| | b) Mr. Nestor moved away due to medical reasons in July 2016 | |
| | c) Mr. Nestor was a resident of the valley for 40 years - he lived in Wofford Heights | |

Action
Required
A

APPROVAL OF THE CONSENT AGENDA

- | | | |
|----|--|-------------------------------|
| 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> |
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DISTRICT MINUTES & REPORTS

Discussion

Due to disability of District Clerk of the Board portions of the following is unfinished business

- 1) Approval of May 12, 2020 Regular Meeting Minutes
- 2) Approval of June 18, 2020 Special (Budget) Meeting Minutes
- 3) Approval of July 14, 2020 Convened Regular Meeting Minutes
- 4) Approval of August 4, 2020 Reconvened Regular Meeting Minutes
- 5) Approval of September 8, 2020 Regular Meeting Minutes
- 6) Approval (subject to audit) of March Financial Report
- 7) Approval (subject to audit) of April Financial Report
- 8) Approval (subject to audit) of May Financial Report
- 9) Approval (subject to audit) of June Financial Report
- 10) Approval (subject to audit) of July Financial Report
- 11) Approval (subject to audit) of August Financial Report
- 12) Approval (subject to audit) of September Financial Report

SECRETARY'S REPORT

- | | | |
|-----|--|-------------------|
| 1) | Secretary Kyt Returns to Work Part-Time | <i>Discussion</i> |
| | a) Secretary Kyt sustained serious injuries in an automobile accident on the 7th of July | |
| | b) Secretary has been under the care of a Primary Care Physician, Neurosurgeon and an Orthopedic Surgeon | |
| | c) Secretary retains the knowledge of the position "Clerk of the Board" and "District Secretary" | |
| | d) Board granted Secretary a "Personal Leave of Absence" to complete the recovery process | |
| | e) Secretary is improving daily, gaining back her strength, and expects to make a full recovery | |
| >>> | f) Secretary requests a modified work schedule for a short time (20 hours per week) until January 12th | |
| >>> | g) Secretary prefers to return to work full-time immediately but does not want to risk a set-back | |
| >>> | h) Secretary resumed working part-time on November 9th to prepare for this Board Meeting | |
| >>> | i) Discuss at the January Board Meeting the severity of the backlog and the need to hire help or an accountant | |

MANAGER'S REPORT - *continued*

- 1) **CalPERS: Amend Contract** *Discussion*
 - a) Currently full-time employees and part-time employees are eligible to receive the benefit of CalPERS
 - b) CalPERS Actuarial Valuation - Hypothetical Termination Liability Report
 - c) The District can amend the CalPERS contract so that part-time employees are not eligible for CalPERS benefit
 - d) The contract amendment should also exclude private contractors from receiving the benefit of CalPERS
 - e) An example of a private contractor is a landscape company or an independent bookkeeper or accountant
 - f) CalPERS Retirement Contract Services Unit will provide the documents for adoption by Board of Trustees
 - g) Mgr Kyt requests guidance and authorization from the Board of Trustees to begin the process (September)
 - >>> h) Review email received from CalPERS regarding the basic eligibility rules listed below
 - >>> i) Basic eligibility rule #1: no benefits if employment is full-time but less than nor equal to a 6 months tenure
 - >>> j) Basic eligibility rule #2: no benefits if position is less than 1000 hours in a fiscal year [19 hours x 52 weeks]

- 2) **Public Safety Risk: Access to Cemetery Property from Burlando Road** *Discussion*
 - a) Public access the District through three different gates
 - b) Burlando Road is a 55 mph roadway and due to many auto accidents has proven to be a public safety risk
 - c) Letter prepared to send to Board of Supervisor and Public Works Department ready for review
 - >>> d) Burlando Road now has a double yellow line making it not legal to pass slower traffic in front of cemetery
 - >>> e) No signs have been posted nor a reduction to the speed limit

- 3) **Desert Memorial Park (Cemetery) - Ridgecrest** *Discussion*
 - a) Owner Debra Holland privately owns Desert Memorial Park offers her cemetery to District by annexation
 - b) Mgr Kyt contacts LAFCO and discusses concept with Executive Blair Knox
 - >>> c) Process to annex Desert Memorial Park is very expensive to accomplish
 - >>> d) Review expenses the District will incur with the responsibility of serving the Ridgecrest community
 - >>> e) Mgr Kyt plans to visit Desert Memorial Park for an onsite inspection if Trustees deems it necessary

- 4) **Veterans Day Event** *Information*
 - a) Mgr Kyt reports that he did not hold a service to protect the public from COVID-19
 - b) Mgr Kyt reports that he and volunteers practiced social distancing while placing flags on Veteran's graves

HISTORIC CEMETERY ACTIVITIES

- 1) **Historic Cemetery Sale of Plots and Interment Activity** *Information*

Nov 2018	a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees
Sept 2019	b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop
Oct 2019	c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds
Oct 2019	d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt
Oct 2020	>>> e) No interment activity or plot purchase requests to date

- 2) **Survey Services for Historic Cemetery** *Discussion*
 - >>> a) Progress Report: Mgr Kyt reports contact with Surveyor Schamber

BOARD MEMBER'S TERMS EXPIRED & REAPPOINTMENTS CONFIRMED

- 1) Trustee terms who expired on November 27, 2020 were reappointed *Information*
 - a) Trustee Blythe request for reappointment granted
 - b) Trustee John Blythe's term now expires November 27, 2024
 - c) Trustee Schustz request for reappointment granted
 - d) Trustee Harry Schustz's term now expires November 27, 2024

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- 1) Ethics AB 1234 Training - progress report *Information*
 - a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Montgomery, Olivares, Schustz, and Wenstrand
- 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, Olivares, Schustz, and Wenstrand
 - c) Training assigned to: Montgomery

UNFINISHED BUSINESS

- 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

NEW BUSINESS

- 1) Bronze Memorial for the Rose Garden: "Life is Eternal" bronze plaque *Discussion*
 - a) Fund #42010 capital outlay budget revised for the Rose Garden "Life is Eternal" bronze memorial
 - b) Budget increased from \$7,000.00 to lowest quote of \$7,574.58
 - c) Mgr Kyt requested a discount from the account manager of Matthew's Cemetery Products
 - d) Price was reduced to \$6,826.21 - order is being processed
 - e) The purpose of memorial that will hold 136 scrolls is to memorialize cremations scattered in the Rose Garden
 - f) Final Cost of Memorial with tax and shipping: \$7,046.21

2017 DISASTER STORM (FEMA DR-4305)

- 1) 2017 Disaster Storm (FEMA DR-4305) Recovery Process *Discussion*
 - a) Category G report due to FEMA submitted on Tuesday September 15th to begin close out process
 - b) Information regarding timeline the work was completed has been submitted to begin close out process
 - c) Final close out report that was to be presented this meeting is still a work in progress

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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 Montgomery
- 3) Trustee Olivares
- 4) Trustee Schustz
- 5) Trustee Wenstrand

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

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

NEXT REGULAR MEETING:

Scheduled: January 12, 2020 at 1:00 p.m.

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MOTION TO ADJOURN: *time meeting adjourned*

- 1) a) Action to close

Action Required

END PAGE #5