

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, September 14th, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday September 14th, 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
Esteban Olivares, Member, Board of Trustees
Gerald Wenstrand, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

Absent: Mark Montgomery, Member, Board of Trustees

- A. CALL TO ORDER: Due to Chairperson Schustz on the phone, meeting was called to order by Acting Chairperson Blythe at 1:15 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (4 Trustees Present; 1 Absent)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- E. 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.
 2. Golden State Risk Management Authority: Secretary Kyt submitted to the insurance carrier actual and budgeted annual payroll for workers compensation.
- F. 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

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

- G. DISTRICT FINANCIAL REPORTS:

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1. Approval (subject to audit) of June Financial Report
 2. Approval (subject to audit) of July Financial Report
- Trustee Olivares moved to approve April and May's Financial Reports; second by Trustee Schustz and passed.

H. 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.
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: Per the request of Financial CPA Bruner, the District rescheduled to accommodate the week of August 30th. The French Fire mandatory evacuation forced to reschedule. The records that were boxed up from the evacuation order from the fire will be need to be sorted through and the District will reschedule with CPA Bruner.

I. 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.

J. UNFINISHED BUSINESS:

1. Add to the November meeting: Board of Trustees Notifications and Reports, Historic Cemetery Surveyor Services, District Policies and Procedures Handbook, District Strategic Master Plan, Veterans Park Project and any other unfinished business.

K. BOARD MEMBER ANNOUNCEMENTS OR REPORTS:

Trustee Blythe: Thanked Trustee Wenstrand for this service on the board (see Trustee Wenstrand's comments).

Trustee Montgomery: Absent.

Trustee Olivares: Thankful for Trustee Wenstrand's service and gratitude for his influence. Eagle Scots want to do a project at the high school and geared toward special education.

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Trustee Wenstrand: Will be resigning as a Trustee of this district. Indicates that time commitments, his ranch, age and health has taken into consideration. Enjoyed serving on this district's board and the social interactions with the board members.

Chairperson Schustz: Thanked Trustee Wenstrand for his service on the board and has been a positive influence on the board. He will be missed. Is thankful the French Fire was not as bad and did not affect the district property.

L. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Thanked Trustee Wenstrand's dedication and service to the district's board. He has been very appreciative of the 4-H and FFA students and their work for the Veterans and Memorial Day ceremonies at the cemetery. He has been an asset for a very long time and great structure and support for the board.

Secretary Kyt: No comments

M. NEXT REGULARLY SCHEDULED MEETING: Tuesday November 9th, 2021 at 1:00PM

N. MOTION TO ADJOURN: Meeting was adjourned at 2:15 PM by Trustee Olivares; second by Trustee Schustz 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.)