

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Monday, December 19, 2022
1:00 P.M.

Regular Meeting scheduled November 8th was postponed due to hospitalization of District Manager; it was rescheduled for December 19th

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

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

- C 1) Approval (subject to audit) of July Financial Report
- C 2) Approval (subject to audit) of August Financial Report
- C 3) Approval (subject to audit) of September Financial Report

NON-RESIDENT FEE WAIVED

Consent Agenda

- C 1) Request received to waive non-resident fee: Beverly Newman
 - a) Cremation interment: September 14, 2022 [Section Rose Garden, In Ground Interment]
 - b) Ms. Newman relocated to Bakersfield in August 2021 due to health issues
 - c) Ms. Newman was a property owner in the valley for 14 years - she lived in Kernville
- C 2) Request received to waive non-resident fee: Diane Cathcart
 - a) Traditional interment: November 26, 2022 [Section III-B, Block 326, Lot A3(a)]
 - b) Mrs. Cathcart had two residents - one in Squirrel Valley and another in Gardena where she passed away
 - c) Mrs. Cathcart was a property owner in the Squirrel Valley for over 40 years

APPROVAL OF THE CONSENT AGENDA

Action
Required
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.

Action Required

RELEASE OF INTEREST; TRANSFER & REFUND

Action Required

- A 1) Release of Interest and Refund for JoAnn Rossback
 - a) Release Single Casket Plot: Section II, Block 151 1/2, Lot C9
 - b) Reason: Mrs. Rossback has moved to the state of Washington
 - c) Administrative fee of \$125 will be deducted to process the transfer transaction
 - Action: d) Authorize refund of \$723.00 to be refunded to JoAnn Rossback
 - Action: e) Authorize transfer from PreNeed Fund #42012 to General Fund #42010 (see worksheet)

SPECIAL REQUEST

Discussion

- 1) Permission requested by Robert Engbarth
 - a) Mr. Engbarth requests permission to have his cremation be placed at the heart of his mother's grave
 - b) Mr. Engbarth's mother is Leona Rodman and her plot is located in Section III-A Block 27 Lot A4
 - c) Mr. Engbarth has lost contact with his younger brother and is unable to seek his consent
 - d) Mr. Engbarth's consents to his younger brother also being place at the heart of mom's grave
 - e) Mr. Engbarth consents to replacing his mother's headstone to add his brother's name

END PAGE #2

MANAGER'S REPORT

- 1) **Department of Human Services - CalWORKS and KHSD Programs** Information
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
- 2) **Veteran's Day Service** Information
a) Keynote Speaker: Senator Grove's Field Representative Kenneth Loehner
b) Scheduled on Friday November 11th at 11:00 a.m.
c) Regular program and participants - see program - low turn out
d) Met Command Chief, 146th Airlift Wing - may participate in the next Memorial Day Service
- 3) **National Wreaths Across America Day** Discussion
a) Program Coordinator: Orion Sanders founder of Sarge's Wreaths 4 Vets
b) Ceremony was on Saturday December 17, 2022 at 9:00 a.m.
c) Number of wreaths placed on veteran's graves by volunteers and family members: 657
d) Number of wreaths placed on veteran's graves by volunteers and family members last year: 687
- 4) **Condition of Cemetery Lawns** Discussion
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
- 5) **Water Delivery System #2 Development Grant Process** Discussion
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
- 6) **Property Adjacent to the Historic Cemetery Research** Discussion
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

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)

SECRETARY'S REPORT

- 1) Secretary Kyt Continues Modified Part-Time Schedule Information
 - Dec 19 a) Secretary reports that she continues to work 30 hours per week

- 2) Office Staff Personnel Information
 - Dec 19 a) Consider the process of hiring part-time office staff for Clerk Specialist position

- 3) Golden State Risk Management Authority Information
 - Oct 25 > a) District's insurance carrier's risk control advisor visits cemetery and met with staff

- 4) Cemetery Office Improvements Planned Information
 - Dec 19 a) Heating and Cooling systems to be replaced because systems are not working properly

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
 - Dec 19 j) Received email from Mr. Bruner on December 9th - he has begun FY 2016-2017

