

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 12, 2019

1:00 P.M.

Vice-President - Acting Chairperson: Oral Atchison
Trustees: John Blythe, Steve Lott, Harry Schustz, Gerald Wenstrand

Welcome newly appointed Trustee Harry Schustz

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.

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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: Atchison, Blythe, Lott, Schustz, Wenstrand

Trustee Harry Schustz was sworn in on August 21, 2019 by a notary

CALL TO ORDER BY CHAIR OF THE BOARD

ROLL CALL BY THE CLERK 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!**

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 MINUTES

- | | | | |
|----|----|---|-----------------------|
| CA | 1) | Approval of July 9, 2019 Regular Meeting Minutes | <i>Consent Agenda</i> |
| CA | 2) | No Quorum for the September 10, 2019 Regular Meeting - No Minutes | <i>Consent Agenda</i> |
| CA | 3) | Approval (subject to audit) of June Financial Report | <i>Consent Agenda</i> |
| CA | 4) | Approval (subject to audit) of July Financial Report | <i>Consent Agenda</i> |
| CA | 5) | Approval (subject to audit) of August Financial Report | <i>Consent Agenda</i> |

NON-RESIDENT FEES WAIVED

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|----|----|--|-----------------------|
| CA | 6) | Request received to waive non-resident fee: Interment of Laura Wigent
a) Casket interment [Section III-B, Block 306, Lot D13]
b) Ms. Wigent moved away due to medical reasons in 2007
c) Ms. Wigent was a resident of the valley for 23 years | <i>Consent Agenda</i> |
| CA | 7) | Request received to waive non-resident fee: Interment of Agnes Smith
a) Casket interment [Section Urn Vault 3, Block 179, Lot C10]
b) Ms. Smith moved away due to medical reasons in 1992
c) Ms. Smith was a resident of the valley for almost 20 years | <i>Consent Agenda</i> |

DISINTER, RELEASE OF INTEREST & RELOCATE PLOT

- | | | | |
|----|-----|--|-----------------------|
| CA | 8) | Consent to Disinter, release interest and relocate Johnnie Holt
a) FROM: Section Historic Cemetery, Block 104, Cremation Interment Lot B8(a)
b) TO: Section Historic Cemetery, Block 102, Cremation Interment Lot A1(a)
c) Concerned that when dam is full to capacity the water level will be too close to plot | <i>Consent Agenda</i> |
| CA | 9) | Consent to Disinter, release interest and relocate: Wanda Nottingham
a) FROM: Section Historic Cemetery, Block 104, Cremation Interment Lot B8(b)
b) TO: Section Historic Cemetery, Block 102, Cremation Interment Lot A1(b)
c) Concerned that when dam is full to capacity the water level will be too close to plot | <i>Consent Agenda</i> |
| CA | 10) | Consent to Disinter, release interest and relocate: Barbara Burns
a) FROM: Section III-A, Block 20, Cremation Interment Lot B6(a)
b) TO: Section III-A, Block 20, Cremation Interment Lot B7a(c)
c) Barbara was laid to rest with her husband and child (they will share one headstone) | <i>Consent Agenda</i> |

Action Required
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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 Required

Action on each item pulled will be taken after discussion of the item pulled.

Action Required A	1)	<u>RELEASE OF INTEREST, REFUND & TRANSFER PLOT</u>	<u>Action Required</u>
<p>Release of Interest in Plot, Refund & Transfer: Glynis Myers</p> <p>a) FROM: Section III-B, Block 306, Traditional Single Lot B5</p> <p>b) TO: Section III-B, Block 306, Traditional Single Lot B6(b)</p> <p>c) Reason: arrangements changed from traditional to cremation placed at heart of husband</p> <p>d) Refund: to be made payable to trustee and son William Myers Jr in the amount of \$40</p> <p>Action: e) Transfer: from County PreNeed Fund #42012 (\$40.00) to County General Fund #42010</p>			

Action Required A	1)	<u>RELEASE OF INTEREST AND REFUND</u>	<u>Action Required</u>
<p>Release of Interest in Plot and Refund: August and Sandra Silbernagel</p> <p>a) Section Hexagon A, Block 1, Lot A2 and Lot B6</p> <p>b) Reason: couple moved out of the area</p> <p>c) Refund: to be made payable to August and Sandra Silbernagel (\$1,490)</p> <p>Action: d) Transfer: from County PreNeed Fund #42012 (\$1,341.00) to County General Fund #42010</p>			

Action Required A	1)	<u>RELEASE OF INTEREST, REFUND & TRANSFER PLOT</u>	<u>Action Required</u>
<p>Release of Interest in Plot, Refund & Transfer: Mark Goodman</p> <p>a) TRANSFER FROM: Section III-B, Block 336, Traditional Single Lot C10</p> <p>b) TRANSFER TO: Section III-B, Block 336, Traditional Single Lot C9</p> <p>c) Reason: Lot C10 would not accommodate a concrete vault - it was too small</p> <p>d) Mark Goodman was traditionally interred in Lot C9 on the 3rd of October</p> <p>e) Lot C9 was originally assigned to Steven Goodman although it was designated for a family member</p> <p>f) Immediately after Steven purchased Lot C9 the designated family member made other final arrangements</p> <p>g) Since Lot C10 could not accommodate Mark's casket and he was interred in Steven's Lot C9 Steven Goodman is requesting: the full amount he paid for Lot C10 be returned less the certificate fee because the District could not deliver the original plot purchased for Mark - Lot C10</p> <p>Action: h) Transfer: from County Endowment Fund #42010 (\$2,150.00) to AltaOne account # ending 007 Refund will consist of \$1,300 paid for Burial Rights + \$850 paid for the Endowment Care Note: Endowment Care is normally forfeited but since the District could not deliver Lot C10 a refund is requested</p> <p>Action: i) Transfer: from County Endowment Fund #42011 (\$850.00) to County General Fund #42010</p>			

Action Required A	1)	<u>RELEASE OF INTEREST AND DONATION</u>	<u>Action Required</u>
<p>Release of Interest in Plot and Donation: Eleanor (Prosenko) Nabor</p> <p>a) Section Urn Vault 7, Block 190, Lot D15</p> <p>b) Reason: Eleanor has moved away and will not be interred at the District</p> <p>c) Letter received indicating that these arrangements may be donated at the District's discretion</p> <p>Action: d) Donate to a member of the community (selected: Arnold Sieler) upon receipt of release of interest form</p>			

MANAGER'S REPORT

- | | | |
|---|---|--------------------|
| 1) | Department of Human Services - CalWORKS and KHSD Programs | <i>Information</i> |
| a) CalWORKS participants assigned for training work part-time and receive minimum wage | | |
| b) One participant assigned by CalWORKS for training as a groundskeeper ended August 31st | | |
| c) New participant assigned by CalWORKS for training as a groundskeeper worked Sept 11th to Sept 26th | | |
| d) KHSD participants assigned for training work six months only and receive full-time pay | | |
| e) One participant assigned by KHSD for training as groundskeepers assignment ended July 31st | | |
| f) One participant assigned by KHSD for training as groundskeepers assignment ends September 30th | | |

MANAGER'S REPORT *continued:*

- 2) Veteran's Day Service *Information*
 - a) Keynote Speaker: Dick Taylor
 - b) Scheduled for 11:00 a.m. on Monday November 11th
 - c) Regular program and participants expected

- 3) Water Delivery System Maintenance *Information*
 - a) Well production significantly inadequate
 - b) Piute Pump Company, Inc. treated well October 26th to October-28th

- 4) Solar Array at Water Delivery System Repair *Information*
 - a) Electrical panel failed
 - b) Divine Solar replaced panel on September 25th

BID PROPOSAL PROCESS COMPLETED & HAULER AWARDED CONTRACT

- 1) Bid Proposal Requests Completed: Hauling *Information*
 - a) Requested bid proposals from five hauling contractors
 - b) Received two bids from contractors to haul 20 loads of free dirt and 10 loads of free rock
 - c) Bid proposal amended: insurance requirement adjusted and C-12 license accepted
 - d) Lowest responsible bid received and Mgr Kyt accepts proposal and awards contract
 - e) Mgr Kyt awards contract to Connor Construction who bid \$2,500
 - f) Contract service cost over runs occurred in the amount of \$200
 - Aug 2019 >>> g) Hauler brought 24 loads of dirt to the Historic Cemetery and 1 load of rock (July 2019)
 - Aug 2019 >>> h) Hauler brought 1 load of dirt and 6 loads of rock to Section IV (August 2019)

2017 DISASTER STORM (FEMA DR-4305) RECOVERY PROCESS - UPDATE TIME EXTENSION

- Request of CalOES to Extend the Time Extension Approved *Information*
 - Apr 2019 a) Letter sent to CalOES requesting an extension of time to complete Category G projects
 - Apr 2019 b) Stated in letter that projects are expected to be completed by the 15th of September
 - May 2019 c) Response to time extension request received: CalOES approved an extension date of September 15, 2019
 - July 2019 d) Authorize Mgr Kyt to request an extension of time if needed to complete asphalt project
 - Aug 2019 >>> e) CalOES grants an extension of time with a deadline of September 15, 2020

BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

- 1) Sealed Bid Proposal Requests Incomplete: Asphalt *Discussion*
 - July 2019 a) No sealed bid proposals were received by the deadline from ten asphalt contractors submitted the project
 - July 2019 b) Contractors indicated that the deadline date to complete the asphalt work & job cost limits were a factor
 - July 2019 c) Job cost limits were based on an original estimate received
 - July 2019 d) Next step of the process will be to start process over by obtaining estimates from the contractors
 - July 2019 e) Mgr Kyt will report an average project cost after estimates have been received
 - July 2019 f) Discuss revisions to the capital outlay of the FY 2019-2020 Budget to cover cost of project
 - Aug 2019 g) Mgr Kyt obtains estimates from contractors and submits average project cost to revise budget
 - Aug 2019 h) Mgr Kyt reports that asphalt contractors each share their concept as to the best way to correct the grade
 - Aug 2019 i) Mgr Kyt reports that asphalt contractors each share their concept as to the best way to divert water
 - Discussion >>> j) Mgr Kyt reports that asphalt project will have to be postponed till spring 2020 due to changing temperatures

BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

- 1) Asphalt project to be separated from FEMA and CalOES obligation *Information*
 - July 2019 a) Contractor awarded contract must bill separately the FEMA and CalOES obligation parts of the project
 - July 2019 b) Bid proposal requests must stipulate that billing is to be separate when presented to District
 - July 2019 c) Schedule review of FEMA & CalOES Funding for FY 2019-2020 Budget at next regular meeting

HISTORIC CEMETERY PROJECTS *continued:*

- 3) Survey Services for Historic Cemetery *Discussion*
- Nov 2018 a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008
 - Nov 2018 b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping
 - Nov 2018 c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet
 - Nov 2018 d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey
 - Nov 2018 e) Historic cemetery plots sizes are not uniform and block markers are ineffective
 - Nov 2018 f) Paddle markers placed by the movie industry when western films were filmed were never identified
 - Nov 2018 g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed
 - Nov 2018 h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues
 - Nov 2018 i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review
 - Nov 2018 j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves
 - Nov 2018 k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services
 - Nov 2018 l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18)
 - Jan 2019 m) Grid survey map prepared by surveyor would prove helpful to staff
 - Mar 2019 n) Surveyor Schamber scheduled to perform Historic Cemetery survey with ground penetrating radar equipment
 - Mar 2019 o) Other work performed by Surveyor Schamber
 - May 2019 p) Surveyor Schamber and team scheduled for the weekend of June 1st
 - June 2019 q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st
 - July 2019 r) Mgr Kyt reports that Surveyor Schamber is waiting for report from drone operator
 - July 2019 s) Mgr Kyt reports that ground penetrating radar will be performed by Surveyor Schamber & team in August
 - Discussion >>> p) Update by Surveyor Schamber - email received (September 10, 2019) regarding Burn's property easement

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, Lott, Schustz, Wenstrand and Mgr Kyt
 - c) Training assigned to: Atchison

- 2) Workplace Sexual Harassment Training AB 1825 - progress report *Information*
 - a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe and Schustz
 - c) Training assigned to: Atchison, Lott, Wenstrand and Mgr Kyt

- 2) New Trustee Appointment Notifications Submitted *Information*
 - a) Insurance Carrier - Golden State Risk Management Authority
 - b) Investment Officer Sandra Wheeler - Wells Fargo Advisors
 - c) California Association of Public Cemeteries
 - d) California Association of Special Districts

- 3) Statement of Economic Interest Form 700 *Information*
 - a) Trustee Schustz submits assuming office 700 statement - forwarded to Kern County

- 4) Roster of Public Agencies Filings Updated: Report of Appointment *Information*
 - a) California Secretary of State Trustee roster updated: reported appointment of Trustee Schustz
 - b) County of Kern Trustee rosters updated: reported appointment of Trustee Schustz

- 5) California Special Districts Association *Information*
 - a) CSDA provides Trustees with their publication "Special District Board Member Handbooks (2019)"

UNFINISHED BUSINESS

- 1) **Fiscal Year 2016-2017 Audit** *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2018
 - c) Secretary's average hours worked in FY 2015-2016 = 25 hours per week
 - d) Progress report by Secretary

- 2) **Fiscal Year 2017-2018 Audit** *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2019
 - c) Secretary's average hours worked in FY 2015-2016 = 30 hours per week
 - d) Progress report by Secretary

- 3) **Fiscal Year 2018-2019 Audit** *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2020
 - c) Secretary's average hours worked in FY 2015-2016 = 40 hours per week
 - d) Progress report by Secretary

Action Required A	4)
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District Web Site

Action Required

- July 2019 a) Website requirements discussed at the July regular meeting
- July 2019 b) Expense to develop website has not been budgeted in FY 2019-2020
- July 2019 c) Passing a resolution to postpone developing website until after requirements are met was not considered
- Aug 2019 d) District awarded Special District Leadership Foundation scholarship to develop website on August 20th
- Aug 2019 e) Website development costs are covered 100% and monthly fee is paid for 18 months
- Nov 2019 f) District must maintain membership with CSDA in order for Streamline's monthly fee to be paid for 18 months
- g) District has three months from award of scholarship to "go live" with the website (November 20, 2019)
- Action:** h) Authorize Mgr Kyt to sign agreement with Streamline to activate website

- 5) **District Manager's Evaluation** *Discussion*
 - a) Forms obtained from California Public Cemetery District's main office were included Trustee packets
 - b) Once form has been selected then a closed session will be scheduled

- 6) **Cemetery Record Management Software - Intera** *Information*
 - July 2019 a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date
 - July 2019 b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004
 - July 2019 c) Secretary reports that correcting original data entry errors is time consuming and is done when found
 - July 2019 d) To correct the record management software data entry of individual records would be a huge undertaking
 - July 2019 e) No resources in record management software to generate any data entry reports or accounting reports
 - July 2019 f) Upgrading Intera record management software has never been done; software technology has advanced
 - July 2019 g) If a decision is made to upgrade the record management software it would be managed online (in the cloud)
 - July 2019 h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected
 - July 2019 i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand?
 - July 2019 j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software
 - July 2019 k) Duplication of receipting is happening with the current record management of death records causing backlog
 - July 2019 l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages
 - July 2019 m) Other cemetery software is available that may be more affordable and may not demand an annual fee
 - July 2019 n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it
 - Discussion >>> o) Progress report: research software upgrade

NEW BUSINESS

- 1) **Grand Jury 2019-2020 Survey** *Discussion*
 - a) Survey received from the Grand Jury seated for FY 2019-2020
 - b) Survey response was submitted by Secretary Kyt on August 1st
 - Discussion >>> c) Review Secretary's response survey questions

NEW BUSINESS *continued:*

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|------------------------|----------|--|
| Discussion | >>> | <p>2) Golden State Risk Management Authority Insurance Renewal <i>Discussion</i></p> <p>a) Annual payroll report due August 31st has been completed</p> <p>b) Fiscal Year 2019-2020 renewal questionnaire due September 13th has been completed</p> <p>c) Crime and fraud exposure data report due September 13th has been completed</p> <p>d) Discuss the legal procedure to change insurance carriers</p> |
| | | <p>3) Kern County Data Security Incident Report <i>Information</i></p> <p>a) August 5th Kern County informs the District that there was a potential security incident</p> <p>b) August 28th notified that Clinix and their cyber security team informed Kern County there was no breach</p> <p>c) Area of breach was health benefits</p> |
| | | <p>4) Public Records Request <i>Information</i></p> <p>a) Received public records request from Transparent California</p> <p>b) Employee compensation reported for calendar year end 2017 and 2018 submitted</p> |
| Discussion | >>> | <p>5) Seminars, Educational Trainings and Meetings <i>Discussion</i></p> <p>a) CAPC Annual Education Seminar October 11, 2019 in Ventura: no one from District attended</p> <p>b) Kern County Special Districts Association October 22, 2019 in Bakersfield: no one attended</p> <p>c) Golden State Risk Mgmt Authority Annual Conference October 23rd in Colusa: no one attended</p> <p>d) 1st Annual Public Finance Summit hosted by Govinvest & PARS Nov 6, 2019 in Torrance: no one attended</p> <p>e) CSDA Annual Board Secretary/Clerk Education Seminar November 12, 2019: Secretary did not attend</p> <p>f) CAPC Annual Conference February 2020 in Oxnard: applying for scholarships</p> |
| Discussion | >>> | <p>6) District Lawn and Well Maintenance <i>Discussion</i></p> <p>a) Wind and drought has caused low levels of water supply needed to keep lawn alive</p> |
| Action Required | A | <p>7) Annual Review of Cemetery Fees Charged for Services <u><i>Action Required</i></u></p> <p>a) Review CAPC worksheet pertaining to average costs of other special district fee registers</p> <p>b) Consider Manager's recommendations for price increases & percentages</p> <p>c) Consider Board Member's recommendations for price increases & percentages</p> <p>Action: d) Adopt revisions to District Fee Register effective November 12th</p> |
| Discussion | >>> | <p>8) California Special District Association <i>Discussion</i></p> <p>a) CSDA requests that District veto Assembly Bill 1184 - mandates public agencies retain all emails for 2 years</p> |
| Discussion | >>> | <p>b) CSDA requests that District veto Senate Bill 13 - prohibits impact fees on 750 sq ft accessory dwelling units</p> |
| Discussion | >>> | <p>9) Wells Fargo Advisors - Broker Sandra Wheeler Changes Firms <i>Discussion</i></p> <p>a) Sandra Wheeler notified District on September 20, 2019 that she has decided to change firms</p> |
| Discussion | >>> | <p>b) Ms. Wheeler is officially now Vice-President of Stifel, Nicolaus & Company, Inc.</p> |
| Discussion | >>> | <p>c) Agreements to transfer investments resting in Wells Fargo Advisors accounts received</p> |
| Discussion | >>> | <p>10) Wells Fargo Advisors - New Financial Advisor Assigned <i>Discussion</i></p> <p>a) Goodwin & Speirs Investment Group of Wells Fargo Advisor Luke Kittinger, CFP</p> |
| Discussion | >>> | <p>b) Mr. Kittinger would like to schedule a phone appointment with Secretary Kyt to discuss portfolios</p> |
| Discussion | >>> | <p>c) He recommends that the District work with an institutional asset manager that will act as a Fiduciary</p> |
| Action Required | A | <p>11) Transfer Investment Portfolio to Stifel, Nicolaus & Company, Inc. <u><i>Action Required</i></u></p> <p>Action: a) Authorize Sandra Wheeler to continue to manage the District investments</p> <p>Action: b) Establish a resolution to authorize opening an account for Endowment Principal with Stifel, Nicolaus & Co.</p> <p>Action: c) Establish a resolution to authorize opening an account for PreNeed Principal with Stifel, Nicolaus & Co.</p> <p>Action: d) Establish a resolution to authorize opening an account for Endowment Interest with Stifel, Nicolaus & Co.</p> <p>Action: e) Establish a resolution to authorize opening an account for PreNeed Interest with Stifel, Nicolaus & Co.</p> <p>Action: f) Select three authorized signers who will be the signers on all four accounts & will sign all required forms</p> <p>Action: g) Authorize Secretary Kyt to have permission to discuss account matters with broker & access acct info</p> <p>Action: h) Transfer Endowment Principal Investment Acct # ending 2498</p> <p>Action: i) Transfer PreNeed Principal Investment Acct # ending 2500</p> <p>Action: j) Transfer Endowment Interest Investment Acct # ending 5288</p> <p>Action: k) Transfer PreNeed Interest Investment Acct # ending 5351</p> <p>Action: l) Effect date of investment transfers</p> |

