

# MEETING AGENDA

## BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

### Regular Meeting

*July 14th regular meeting was postponed due to quorum issues*

*Today's meeting replaces the July 14th regular meeting*

**Tuesday, November 14, 2023**

1:00 P.M.

Chairperson: Harry Schustz

Trustees: Peggy Agapiou, Esteban Olivares, Michael Ryan

*Note: Mark Montgomery resigned on October 20th for personal reasons*

**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: Agapiou, Olivares, Ryan, Schustz

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**

**PROFESSIONAL PRESENTATION**

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|--|-----------|--|-------------------|
|  | <b>1)</b> | Stifel, Nicolaus & Company, Incorporated Portfolio Presentations                                       | <u>Discussion</u> |
|  |           | a) Conference call with financial advisor Sandra Wheeler   |                   |
|  |           | b) Presentation: Investment Portfolio - Endowment  |                   |
|  |           | c) Presentation: Investment Portfolio - PreNeed  |                   |
|  |           | d) Endowment Inquiry: how much & how quickly can funds be withdrawal if necessary for cemetery project |                   |
  
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|------------------------|-----------|---|------------------------|
| <b>Action Required</b> |           |   |                        |
| <b>A</b>               | <b>2)</b> | Resolution #108 - District Investment Policy  | <u>Action Required</u> |
|                        |           | Action: a) Annual review of investment policy; adopt policy for fiscal year 2023-2024 |                        |
  
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|--|-----------|---|-------------------|
|  | <b>3)</b> | Trustees Review of Conference Call  | <u>Discussion</u> |
|  |           | a) Report: review secretary reports of Endowment Care & PreNeed Funds restricted deposits |                   |

**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**

- |          |           |  |                       |
|----------|-----------|--|-----------------------|
|          | <b>1)</b> | Approval (subject to audit) of July Financial Report | <u>Consent Agenda</u> |
| <b>C</b> |           |  | <i>Sept. Business</i> |
- |          |           |  |                       |
|----------|-----------|--|-----------------------|
|          | <b>2)</b> | Approval (subject to audit) of August Financial Report | <u>Consent Agenda</u> |
| <b>C</b> |           |  | <i>Sept. Business</i> |

**APPROVAL OF THE CONSENT AGENDA**

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|------------------------|-----------|--|------------------------|
| <b>Action Required</b> |           |  |                        |
| <b>A</b>               | <b>1)</b> | 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> |

**MANAGER'S REPORT**

- |  |           |  |                   |
|--|-----------|--|-------------------|
|  | <b>1)</b> | <b>Department of Human Services: CalWORKS; KHSD &amp; MAOF Programs</b>                                  | <u>Discussion</u> |
|  |           | a) One participants is currently assigned by MAOF for training as a groundskeeper                        |                   |
|  |           | b) No participants are currently assigned by CalWORKS or KHSD for training as a groundskeeper            |                   |
|  |           | c) Mgr Kyt has had to use on-call staff to help with services & maintenance when there is no participant |                   |
  
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|--|-----------|---|-------------------|
|  | <b>2)</b> | <b>Veteran's Day Service</b>  | <u>Discussion</u> |
|  |           | a) Keynote Speakers: District Director from Supervisor Peters' office   |                   |
|  |           | b) Keynote Speaker: Field Representative from Assemblyman Fong's office |                   |
|  |           | c) Scheduled for 11:00 a.m. on Saturday November 11th                   |                   |
|  |           | d) Regular program and participants expected                            |                   |

**MANAGER'S REPORT** *continued*

**3) Mandatory Evacuation Orders Issued by Kern County** Discussion

- |      |        |   |
|------|--------|---|
| 2023 | May 25 | a) Evacuation order was in effect from March 9, 2023 through March 21st for District residents [& businesses] |
| ↓    | ↓      | b) Communities were impacted by the floods from the atmospheric river storm event in the Kern River Valley    |
| ↓    | ↓      | c) Kern County issued a local Proclamation of Emergency submitted to CalOES on March 12th                     |
| ↓    | ↓      | d) Reported to Kern County on March 16th that the Historic Cemetery was affected with sink holes              |
| ↓    | ↓      | e) Also expressed concern that these storms cause some sort of soil erosion under ground (Historic Cemetery)  |
| ↓    | ↓      | f) Mgr Kyt has filled in the severe sink holes at the Historic Cemetery with materials on hand                |
| ↓    | Aug 30 | g) Site Visit (July 19): Mgr Kyt met with CalOES and FEMA teams for preliminary damage assessment             |
| ↓    | ↓      | g) Site Visit (July 19): Mgr Kyt met with FEMA representative Kevin Martin, Task Leader                       |
| ↓    | ↓      | g) Site Visit (July 19): Mgr Kyt met with FEMA rep. Gerome Allie, Environmental Historic Program Delivery     |
| ↓    | ↓      | g) Site Visit (July 19): Mgr Kyt met with FEMA representative Gilbert Cruz, project manager                   |
| ↓    | ↓      | g) Site Visit (July 19): Mgr Kyt met with CalOES representative Kyle DeFrancisco, project manager             |
| ↓    | ↓      | h) Kern County Multi Jurisdiction Hazard Mitigation Plan set to expire in April 2026                          |
| ↓    | ↓      | i) There are certain requirements for the District to participate in the MJHMP process of updating plan       |
| ↓    | ↓      | j) A representative from District will be required; must provide contact information to Emergency Service Mgr |
| ↓    | ↓      | k) Request submitted for public assistance from FEMA and CalOES   |

**4) Public Assistance Approved by FEMA and CalOES** Discussion

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|-------------------|--------|--|
| 2023              | Aug 30 | a) California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, & Mudslides                   |
| ↓                 | ↓      | b) District received letter from CalOES informing KRVCDC request for public assistance was approved          |
| ↓                 | ↓      | c) CalOES ID: 029-91095 and FEMA ID: 02-UX4UK-00   |
| ↓                 | ↓      | d) Site Visit (August 7): Chairperson Schustz & staff met with FEMA team for Recovery Scoping Meeting        |
| ↓                 | ↓      | d) Site Visit (August 7): FEMA representative Gilbert Cruz, project manager                                  |
| ↓                 | ↓      | d) Site Visit (August 7): FEMA representative Trawn Mitchell, program delivery manager                       |
| ↓                 | ↓      | d) Site Visit (August 7): FEMA representative Kevin Martin, program delivery taskforce lead                  |
| ↓                 | ↓      | e) Damage Inventory Reported: Twenty-eight sink holes identified in the Historic Cemetery                    |
| ↓                 | ↓      | f) Damage Inventory Reported: Roof leaks in the District Administrative Office and restroom                  |
| ↓                 | ↓      | g) Damage Inventory Reported: Grounds Debris - broken tree limbs and cleanup                                 |
| ↓                 | ↓      | h) Designation of Applicant's (KRVCDC) agents: Mgr Kyt, Secretary Kyt, and Chairperson Harry Schustz         |
| Action Approved > | Nov 14 | i) Site Visit (September 26): Mgr Kyt and Secretary Kyt met with FEMA team for site inspection               |
| ↓                 | ↓      | i) Site Visit (September 26): FEMA representative Michelle Wiggins, site inspector                           |
| ↓                 | ↓      | i) Site Visit (September 26): FEMA representative Chervy Walz, FEMA Mitigation                               |
| ↓                 | ↓      | i) Site Visit (September 26): FEMA representative John Lawrence, FEMA Archaeologist (EP&HP)                  |
| ↓                 | ↓      | i) Site Visit (September 26): WZI Engineer, Rich Wilson & Engineer in Training Jacob Ramos                   |
| ↓                 | ↓      | j) FEMA facility component damage report compiled with FEMA inspector Ms. Wiggins (Sept 26)                  |
| ↓                 | ↓      | k) Historic Cemetery: sink holes and water front slope stabilization identified as damaged by FEMA           |
| ↓                 | ↓      | l) FEMA Archaeologist John Lawrence provides Mgr Kyt with "Bioengineered Streambank Stabilization" report    |
| ↓                 | ↓      | m) FEMA Archaeologist from Office of Environmental Planning & Historic Preservation requests SCE reports     |
| ↓                 | ↓      | n) Mgr Kyt contacts USFS Archaeologist Tim Kelly; he provides SCE cadaver report & will look into GPR report |
| ↓                 | ↓      | o) Slope is adjacent to USFS land; the point at which it becomes USACE is when water touches the land        |
| ↓                 | ↓      | p) Erosion of Historic Cemetery slope will continue to deteriorate if not repaired                           |
| ↓                 | ↓      | q) FEMA Hazard Mitigation: District is required to make repairs, pay for repairs & submit for reimbursement  |
| ↓                 | ↓      | r) WZI Engineer Firm hired to prepare "Preliminary Engineer Study" of Historic Cemetery                      |
| ↓                 | ↓      | s) Progress Report   |

**MANAGER'S REPORT** *continued*

		<u>Discussion</u>
	<b>5) Property Adjacent to the Historic Cemetery Research</b>	
2022	Sept 20	a) Mgr Kyt researches ownership of properties adjacent to Historic Cemetery to reclaim access to BBGM 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 regarding USACE land access
2023	Jan 10	f) Progress Report: Dam Engineer Victor Ozuna plans to visit site when weather improves
↓	May 25	g) Progress Report: property research underway by Engineer Ozuna
↓	Aug 30	h) Site Visit (February 13): Mgr Kyt and USACE Engineer Victor Ozuna
↓	↓	i) Site Visit: (July 31): Mgr Kyt and Chairperson Schustz met Supervisor's representative Cody Criswell
↓	↓	j) Site Visit: (August 3): Mgr Kyt and Trustee Montgomery met with USACE Project Manager Art Kolodziejski
↓	↓	k) Phone Call (August 7): USACE Engineer Ozuna recommended sending letter to request property land transfer
↓	↓	l) Email (August 24): Letter with appendix support addressed to USACE Project Manager Evan Nelson sent
↓	↓	m) Email (August 24) : Letter forwarded to Congressman, Senator, Supervisor, and USFS Ranger
↓	↓	n) Discussion: equipment needed to access water; electricity & solar; engineer; multiple agency permission
↓	Nov 14	o) Progress Report: email received (October 17th)

		<u>Discussion</u>
	<b>6) Historic Cemetery Slope Stabilization</b>	
2023	May 25	a) Mgr Kyt connects with Acting Heritage Program Mgr Tim Kelly who works for the Sequoia National Forest
↓	↓	b) The slope facing the lakeside of the Historic Cemetery is the responsibility of the Sequoia National Forest
↓	↓	c) SNF Mgr Kelly worked with District Hydrologist Keith Stone and came up with an estimate to stabilize slope
↓	↓	d) Mgr Kyt and Mgr Kelly worked with the Army Corps seeking surplus erosion control material
↓	↓	e) Mgr Kyt received three boxes of heavy duty Visqueen plastic sheeting from Army Corps surplus
↓	↓	f) SNF Mgr Kelly obtained stakes, sand bags, and sand; enlisted help from the forestry dept. to stabilize slope
↓	↓	g) 1,000 sand bags have been placed on top of Visqueen - may need to add 10x that amount before lake rises
↓	Aug 30	h) As of August 25 lake level is decreasing partly due to the USACE releasing water down stream
↓	↓	i) Although stabilization of slope efforts are holding some materials washed away & sand bags slipped down
↓	↓	j) SCE added to stabilization efforts and shored up the embankment with surplus materials that had on hand
↓	↓	k) Melting snow pack and run off into lake is considered a second extreme weather event not yet proclaimed
↓	↓	l) Conference Call (August 17): FEMA Hazard Mitigation Grant Program - discussed permanent repair to slope
↓	↓	m) District may qualify to apply for the "Hazard Mitigation Grant Program"
↓	Nov 14	n) Research: need to discover who holds legal responsibility for erosion control - USACE, SNF or the district

		<u>Information</u>
	<b>7) FEMA and CalOES Hazard Mitigation Grant Programs: Historic Cemetery</b>	
2023	Aug 30	a) Historic Cemetery Slope Stabilization - FEMA suggests permanent retaining wall - FEMA Hazard Mitigation
↓	↓	b) Historic Cemetery ground disturbances (sink holes) - CalOES Hazard Mitigation
↓	↓	c) Hazard mitigation projects reduce the threat of future damage - meant to be used as permanent solution
↓	↓	d) District is obligated to protect Historic Cemetery and public even if grants is not awarded
↓	↓	e) District must define property lines of Historic Cemetery; Mgr Kyt will contact Surveyor Loryne Schamber
↓	↓	f) Contact with U.S. Forest Service Acting Ranger Bhuta; discussed FEMA & Historic Cemetery property lines
↓	↓	g) District needs professional engineer to provide estimate for soil erosion study and retaining wall concept
↓	↓	h) District has worked with professional engineer and geologist from the firm WZI, Inc. (FEMA 2017)
End	Aug 30	i) FEMA and CalOES Hazard Mitigations Programs awarded public assistance for cost of WZI engineer study
<b>End Page #4</b>		j) Submitted: FEMA to reimburse Preliminary Technical Report for slope failure (cost should be less than \$999)

**MANAGER'S REPORT** *continued*

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|------|-----------|---|-------------------|
|      | <b>8)</b> | <b>Repairs to Historic Cemetery &amp; Evaluate Expected Costs</b>   | <u>Discussion</u> |
| 2023 | Nov 14    | a) Progress Report: review WZI Preliminary Technical Report received  |                   |
| ↓    | ↓         | b) Historic Cemetery slope damage is extensive as well as complex and will be expensive to repair             |                   |
| ↓    | ↓         | c) District is responsible to manage Historic Cemetery water front slope stabilization on district property   |                   |
| ↓    | ↓         | d) Discussion: extensive and expensive repairs to Historic Cemetery water front slope stabilization project   |                   |
| ↓    | ↓         | e) Discussion: should district hire an engineer firm to handle entire Historic Cemetery slope project repairs |                   |
| ↓    | ↓         | f) Discussion: engineer firm services that run over \$5,000 for project must go out to public bid             |                   |
| ↓    | ↓         | g) Discuss how District will pay for professional engineer services and slope repairs                         |                   |
| ↓    | ↓         | h) If approved by FEMA, reimbursement of costs will be FEMA 75%, CalOES 18.75%, District 6.25%                |                   |
| ↓    | ↓         | i) Discussion: cost estimates must be added to budget at the next meeting                                     |                   |
| ↓    | ↓         | j) Mgr Kyt seeks guidance from Board of Trustees for direction regarding repairs to Historic Cemetery         |                   |

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|------|-----------|--|-------------------|
|      | <b>9)</b> | <b>Extreme Weather Event - Hurricane Hillary: Damage Report</b>                              | <u>Discussion</u> |
| 2023 | Aug 30    | a) Hurricane Hillary: California's first every tropical storm watch (August 18 to August 24) |                   |
| ↓    | ↓         | b) Damage Inventory Report: Historic Cemetery - more sink holes discovered                   |                   |
| ↓    | ↓         | c) Damage Inventory Report: Administrative Office - additional roof leaks                    |                   |
| ↓    | ↓         | d) Damage Inventory Report: Grounds Debris - broken tree limbs and cleanup                   |                   |
| ↓    | ↓         | e) No public notice from FEMA or CalOES yet that event is considered a major disaster        |                   |
| ↓    | Oct 18    | f) Progress Report: event was considered a major disaster in the United States               |                   |

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|      | <b>10)</b> | <b>Repairs to District Administrative Building Roof &amp; Office</b>  | <u>Discussion</u> |
| 2023 | Aug 30     | a) Insurance claim submitted to GSRMA for roof repairs  |                   |
| ↓    | ↓          | b) Site Visit (August 2): GSRMA sent representative Zackary Martyniuk of Copper Claims                            |                   |
| ↓    | Nov 14     | c) Progress Report: damage claim to roof reported to insurance carrier GSRMA - claim approved                     |                   |
| ↓    | ↓          | d) Mgr Kyt obtains three quotes - GSRMA approves quote from Value Roofing   |                   |
| ↓    | ↓          | e) District's deductible is \$1,000 and GSRMA will reimburse the balance of the repair bill                       |                   |
| ↓    | ↓          | f) Mgr Kyt considered roof repair an emergency because wet weather will be upon us very soon                      |                   |
| ↓    | ↓          | g) District paid Value Roofing the amount they billed after repairs to the roof & administrative office: \$12,300 |                   |
| ↓    | ↓          | h) Funds were drawn from the general fund #42010; when reimbursement is process it will be returned               |                   |
| ↓    | ↓          | i) Report: repairs to District Administrative Building completed & payment to contractor was mailed               |                   |
| ↓    | ↓          | j) GSRMA will reimburse District now that repairs have been completed and bills have been submitted               |                   |
| ↓    | ↓          | k) GSRMA will reimburse District entire amount less \$1,000 deductible  |                   |
| ↓    | ↓          | l) FEMA should reimburse the district the \$1,000 deductible  |                   |

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|------|----------------|---|-------------------|
|      | <b>11)</b>     | <b>Utility Vehicle Replacement: John Deere Gator</b>  | <u>Discussion</u> |
| 2023 | Aug 30         | a) Mgr Kyt has selected a 2023 John Deere (gas powered) Gator HPX615E to replace Polarius utility vehicle |                   |
| ↓    | ↓              | b) Budget baseline to purchase a new utility vehicle \$15,000.  |                   |
|      | Action Taken > | c) Authorize Mgr Kyt to purchase 2023 John Deere Gator for \$16,808.86                                    |                   |
| ↓    | Nov 14         | d) Utility Vehicle was delivery on October 16th   |                   |

Action Required <b>A 1)</b>		<b>RELEASE OF INTEREST: Transfer and Refund</b>	<u>Action Required</u>
2023	Nov 14	a) From: Section III-A, Block 27, traditional companion casket Lot C9 (system #4596)	
↓	↓	b) To: two single cremation lots in Section III-A, Block 21, Lot C10 (near their son's grave)	
↓	↓	c) Reason: Mr. and Mrs. McClatchey's cremations will be interred instead of casket interments	
↓	↓	d) Administrative fee of \$125 deducted to process the transfer transaction	
↓	Action:	f) Authorize refund correction of \$442.00 to POA daughter Deborah McClatchey	
↓	Action:	g) Authorize transfer from PreNeed Fund #42012 to General Fund #42010 (see worksheet)	

Action Required <b>A 2)</b>		<b>RELEASE OF INTEREST: Refund</b>	<u>Action Required</u>
2023	Nov 14	a) Release Single Casket Plot: Section I, Block 77, Lot A4	
↓	↓	b) Total amount paid to date for single plot is \$150.00	
↓	↓	c) Reason: Mrs. Malcolm moved to the state of Nevada to live by eldest daughter and she remarried	
↓	↓	d) Mrs. Malcolm (aka) Mrs. Tetrick's husband passed away and was interred in the Nevada national cemetery	
↓	↓	e) It is the daughter's wish to place the cremation of Mrs. Tetrick with her husband at the national cemetery	
↓	↓	f) Daughter in Las Vegas is making the request to release interest and receive the refund	
↓	↓	g) There are two other daughters that live in the Kern River Valley & we have rec'd written consent from them	
↓	↓	h) Upon proof of rights to release interest in plot authorize a full refund of \$150.00 as requested by daughter	
↓	↓	i) Requests the administrative fee of \$125 that is usually deducted to process transfer transaction be waived	
↓	↓	* Reason: Family wants to apply what mother spent at district to the interment services at veterans cemetery	
↓	↓	* Benefit to District: plot could be added back in to inventory now; cost to reclaim plot outweighs the \$150	
↓	↓	* District can resale this desirable plot located in Section I for \$4,455	
↓	↓	j) Original payment of \$50 was deposited into the General Fund #42010 (see receipt) - there is no transfer	
↓	↓	k) Original payment of \$100 was deposited into the Endow Fund #42011 (see receipt) - there is no transfer	
↓	Action:	l) Authorize the request of the Malcolm/Tetrick family to waive processing fee and refund the \$150	

<b>3)</b>		<b>RELEASE OF INTEREST: Transfer Only</b>	<u>Information</u>
2023	Nov 14	a) From: Section III-A, Block 57, cremation companion lot D13(b)	
↓	↓	b) To: single cremation lot in Section III-A, Block 57, Lot D13(b) (next to her husband's grave)	
↓	↓	c) Reason: Mrs. Harris ordered a single headstone for husband Robert and will be interred next to him	
↓	↓	d) Administrative fee of \$125 collected to process the transfer transaction	

**PROFESSIONAL ACCOUNTING SERVICES**

- |      |           |   |                    |
|------|-----------|---|--------------------|
|      | <b>1)</b> | <b>Professional Accounting Services First Visit to District</b>   | <u>Information</u> |
| 2022 | Sept 20   | a) CPA visited District on August 18, 2022: 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                               |                    |
| 2023 | Jan 10    | k) Rec'd email from Mr. Bruner on December 20th - plans to visit the District between January 16th and 23rd |                    |

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|------|-----------|--|--------------------|
|      | <b>2)</b> | <b>Professional Accounting Services Second Visit to District</b>                               | <u>Information</u> |
| 2023 | May 25    | a) CPA visited District on February 17th; reviews next fiscal period records and reads minutes |                    |
| ↓    | ↓         | b) Records in possession of CPA: 2017-2018 financial report support binder                     |                    |
| ↓    | ↓         | c) Records in possession of CPA: 2017-2018 AltaOne bank account statements                     |                    |
| ↓    | ↓         | d) Records in possession of CPA: 2017-2018 Wells Fargo Advisors investment statements          |                    |
| ↓    | ↓         | e) Records in possession of CPA: 2017-2018 Accounts Receivable yellow receipt copies           |                    |
| ↓    | ↓         | f) Records in possession of CPA: 2017-2018 inventory report                                    |                    |
| ↓    | ↓         | g) Records in possession of CPA: 2017-2018 audited financial report                            |                    |
| ↓    | ↓         | h) Secretary to provide additional support before next visit by CPA                            |                    |

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|------|-----------|--|--------------------|
|      | <b>3)</b> | <b>Professional Accounting Services Third Visit to District</b>                          | <u>Information</u> |
| 2023 | Aug 30    | a) CPA visited District on July 3rd; finishes Fiscal 2021-2022 State Controller's Report |                    |
| ↓    | ↓         | b) Paid CPA Bruner \$900 for assistance with report                                      |                    |
| ↓    | ↓         | c) Received QuickBooks software and it was installed by Chairperson Schustz              |                    |
| ↓    | ↓         | d) Secretary to provide additional support before next visit by CPA                      |                    |

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|------|-----------|---|-------------------|
|      | <b>4)</b> | <b>Professional Accounting Services Fourth Visit to District</b>                              | <u>Discussion</u> |
| 2023 | Aug 30    | a) CPA visits District on August 29th   |                   |
| ↓    | ↓         | b) CPA took district computer back to his office to load QuickBooks because of internet speed |                   |

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|------|-----------|--|-------------------|
|      | <b>4)</b> | <b>Professional Accounting Services Fourth Visit to District</b>                       | <u>Discussion</u> |
| 2023 | Nov 14    | a) CPA schedule to visits District on October 5th - returns computer                   |                   |
| ↓    | ↓         | b) CPA spent time with Secretary posting to balance the checking accounts for FYE 2017 |                   |
| ↓    | ↓         | c) Progress Report   |                   |
| ↓    | ↓         | d) Discussion  |                   |

>>>>	<b><u>ADD ITEMS FOR FUTURE AGENDAS</u></b>	<<<<
1)		
2)		
3)		

<b>BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):</b>
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 Agapiou
- 2) Trustee Olivares
- 3) Trustee Ryan
- 4) Trustee Schutz
- 5) Vacant Seat

<b>DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):</b>
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- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

**NEXT REGULAR MEETING:**  
Scheduled: January 10, 2024 at 1:00 p.m.

Information

<b>Action Required</b> <b>A</b>	1)	<b><u>MOTION TO CONVENE &amp; RECONVENE IN DECEMBER</u></b>	<u>Action Required</u>
		a) Split this meeting due to additional research and information gathering for action on topics of this agenda	
		b) Discuss Trustee & staff schedules first or second week of December	
		<i>Action:</i> c) Set date and time to meet in December and convene this meeting	

<b>Action Required</b> <b>A</b>	1)	<b><u>MOTION TO ADJOURN:</u></b> <i>time meeting adjourned</i>	<u>Action Required</u>
		<i>Action:</i> a) Adjourn Meeting	