

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, February 10th 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday February 10th, 2021 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern
Due to the Covid-19 Pandemic, this meeting was held via conference call.

Present: Harry Schustz, Chairperson/President, Board of Trustees
Mark Montgomery, Vice Chair/Vice President, Board of Trustees
John Blythe, Member, Board of Trustees
Esteban Olivares, Member, Board of Trustees (*arrived at 1:12pm*)
Gerald Wenstrand, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:04 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (5 Trustees Present; Trustee Olivares arrived at 1:12PM)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- E. CONSENT AGENDA ITEMS:
 - 1. Release of Interest and Transfer: Conrad and Anita Robles
 - 2. District Minutes and Reports:
 - A. Approval (subject to audit) of March Financial Report
 - B. Approval (subject to audit) of April Financial Report
 - C. Approval (subject to audit) of May Financial Report
 - D. Approval (subject to audit) of June Financial Report
 - E. Approval (subject to audit) of July Financial Report
 - F. Approval (subject to audit) of August Financial Report
 - G. Approval (subject to audit) of September Financial Report
 - H. Approval (subject to audit) of October Financial Report
 - I. Approval (subject to audit) of November Financial Report

Motion was made by Trustee Blythe to accept the consent agenda Item 1, Release of Interest and Transfer: Conrad and Anita Robles, with correction to District Minutes and Financial Reports; second by Trustee Montgomery and passed.

- F. DISTRICT MINUTES AND REPORTS: Chairperson Schustz reports that due to the disability of the District Clerk of the Board, this following portion is unfinished business. Schedule to be presented at the next regular board meeting on the 9th of March.
 - 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 of November 19, 2020 Regular Meeting Minutes

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G. SECRETARY’S REPORT: Laura Kyt, Secretary

1. Part Time Schedule: Secretary Kyt reports that she resumed working part time at 20 hours per week on November 9th and continues to be under medical care for injuries sustained in a car accident on July 7, 2020. She requests to continue a modified work schedule at 20 hours per week until the next meeting.
2. Administrative Back Log: Secretary Kyt reports on the administrative backlog from the January 12 meeting. State Controller’s Report has been completed and sales tax return has been completed and taxes paid. Secretary Kyt also reports that research was completed pertaining to 1099 MISC recipients and no 1096 return filed. All County Funds, Alta One accounts are reconciled and trustees monthly financial reports are current as of December 31 and will complete a separate report regarding interment software which has not been updated.
3. District Assistance: Secretary Kyt reports that she needs assistance in the district office. She has spoken to Auditor Rob Dennis regarding the delinquent audits and recommends an accountant be hired to help assist. Trustees Blythe and Wenstrand share concerns regarding the delinquency of the audits and would like to know the cost of hiring the accountant and see a proposal. Chairperson Schustz concurs and would like to see a proposal at the next meeting. Secretary Kyt reports that she is close to finishing the audit period for FY 2016-17 and that financial accountant can assist with FY 2017-18, FY 2018-19 and FY 2019-2020.
4. Request Proposal from Accountant: Trustee Wenstrand moved to authorize the Secretary to request a proposal from a professional account; second by Trustee Olivares and passed.

H. MANAGER’S REPORT: Randy Kyt, District Manager

- A. CalPERS: Amend Contract: Manager Kut review CalPERS actuarial valuation and hypothetical termination liability report as of June 2018. Fulltime and part time employees are eligible to receive the benefit of CalPERS. The contract amendment should also exclude private contractors from receiving the benefits. Manager Kyt requests authorization from the Board of Trustees to beginning this process in September. Trustee Olivares would like to see a copy of the actuarial valuation.
- B. Desert Memorial Park Cemetery – Ridgecrest: Owner Debra Holland and Manager Kyt discussed the cemetery. Manager Kyt also had discussions with LAFCO and executive director Blair Knox. Chairperson Schustz would like to see this discussed further on the next agenda and a possible action plan if the District is proceeding on moving forward with the annexation. Trustee Blythe feels it is a catch 22 situation as it would generate tax revenue to the district however it would add additional CalPERS liability. Manager Kyt shares he is trying to obtain additional information. Trustees Olivares, Montgomery and Wenstrand all share they are not in agreement with pursuing it at this time. Manager Kyt will contact Mrs. Holland that the district will not pursue the matter at this time.
- C. Historic Cemetery: Manager Kyt reports that one traditional casket interment occurred on December 26th for Nora “Lou” Sanders. Manager Kyt also reports that he had contract with Surveyor Schamber about the survey services at the historical cemetery.

I. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. Ethics AB 1234 Training: Certification is current for all Trustees.
2. Workplace Anti-Harassment Training AB 1825: Certification is current for Trustees Blythe, Olivares, Schustz and Wenstrand. Training assigned to Trustee Montgomery.

J. UNFINISHED BUSINESS:

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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 is due on June 30, 2021. Trustees Blythe and Montgomery expressed concerns about these deadlines not being met and how long will The State and County allow the District to be out of compliance. Trustee Wenstrand shares how reliable Auditor Dennis is with the deadlines that have passed. Secretary Kyt reports that she has been in communication with the County and State about the delinquencies and that RT Dennis Accountancy is performing the audits. Manager Kyt shares that he does not think the District needs to have an audit done each year.

K. NEW BUSINESS:

1. California Special Districts Association: Secretary Kyt handed out “New Member Benefits” handout.
2. Internment Order Forms: Secretary Kyt reports that the internment orders are typed and have yellow carbon copies. Forms are too expensive and Secretary Kyt reports that the forms will be created in Excel to eliminate the need to buy printed forms, hopefully this will be in process before the end of this fiscal year.
3. Payroll Corrections Performed: Secretary Kyt reports that the beginning of fiscal year 2020-21 management staff were given pay increases. Payroll service processed the new fiscal year that needed to be corrected as errors had occurred. CalPERS deductions for Manager Kyt and Secretary Kyt was not correct and adjustments were needed. Secretary Kyt’s salary increase was reduced as well and needed to be increased. These payroll corrections were performed, and the adjustments documented.

L. 2017 DISASTER STORM FEMA DR-4305:

1. 2017 Disaster Storm Recovery Process: Report due to FEMA submitted on Tuesday September 15th to begin close out process. Manager Kyt will review the completion and certification report prepared to close out claim.
2. 2017 Disaster Storm Authorized Representatives: Secretary Kyt reports that former Trustee Jill Sloan-Thurman is still listed with Manager Kyt and she needs to be removed. Trustee Wenstrand moved to remove former Trustee Jill Sloan-Thurman as an authorized representative and authorize Chairperson Harry Schustz as the replacement authorized representative of the District; second by Trustee Montgomery and passed.
3. 2017 Disaster Storm Representative Responsibilities: Trustee Wenstrand moved to to designative representatives to execute project close out decisions for and on behalf of the District; authorize Chairperson Schustz and Manager Kyt to sign the final project complete and certification reports and allow representatives to request time extension if further clarification of the projects are needed; second by Trustee Blythe and passed.

M. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Trustee Blythe: Congratulations to Harry, great job running his first board meeting.

Trustee Montgomery: No comments.

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Trustee Olivares: Kids who need to get volunteers hours and we should allow them to volunteer at the cemetery. It was a good meeting and congratulations to Harry for running his first official board meeting as Chair/President.

Trustee Wenstrand: Compliments Harry for his leadership on the board.

Chairperson Schustz: Expressed gratitude to the Trustees for their support.

N. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Great job to Harry running his first board meeting; discussed document sign agreement renewal and Kern County fire department engineer texted Randy who knows Jim Philips about performing a controlled burn if possible. He also talked to representatives from the Dam Modification Project. Would like to get Ground Asphalt on Section IV ending and drive way.

Secretary Kyt: It was a great meeting.

O. SCOPE OF TRUSTEES COMPENSATION: Trustee Blythe motioned to accept regular stipend for this meeting; second by Trustee Montgomery and passed.

P. NEXT REGULARLY SCHEDULED MEETING: Tuesday March 9th, 2021 at 1:00 PM

Q. MOTION TO ADJOURN: Meeting was adjourned at 2:06PM by Trustee Olivares and second by Trustee Montgomery and passed.

Respectfully submitted by
John Blythe

John Blythe
District Administrative Assistant

(These minutes were officially transcribed on June 26, 2024 for public record from meeting notes that were on file/available.)