

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

For COVID precautions the January 11th meeting was rescheduled for today February 7, 2022 at 1:00 p.m.

Regular Meeting

Monday, February 7, 2022
1:00 P.M.

Chairperson: Harry Schustz

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, 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

Action Required A	<u>DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION</u>	
1)	Chairperson/President	<u><i>Action Required</i></u>
2)	Vice Chairperson/Vice President	<u><i>Action Required</i></u>

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

- 1) Approval (subject to audit) of October Financial Report
- 2) Approval (subject to audit) of November Financial Report

NON-RESIDENT FEE WAIVED

Consent Agenda

- 1) Request received to waive non-resident fee: Marilyn Hyer
 - a) Cremation interment: December 4, 2021 [Section III-B, Block 359, Lot A3(b)]
 - b) Mrs. Hyer relocated to Idaho in 2020 to live closer to family
 - c) Mrs. Hyer was a resident of the valley for 15 years - she lived in Mt. Mesa

Action Required A	<u>APPROVAL OF THE CONSENT AGENDA</u>	
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.	<u><i>Action Required</i></u>

MANAGER'S REPORT

- 1) **Department of Human Services - CalWORKS and KHSD Programs**
 - 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) **Court Ordered Community Service Worker Program**
 - a) One student to perform 80 hours of community service has started working

Discussion

Discussion

END PAGE #2

MANAGER'S REPORT - *continued*

- 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 18, 2021 at 9:00 a.m.
c) Number of wreaths placed on veteran's graves by volunteers and family members: 687
- 4) **Kern Fire Department** Discussion
a) Jim Phillips and the Kern County Crew 79 were assigned the task to reduce the fire hazard of 1.5 acres
b) Undeveloped location of 1.5 acres is across the road from the Historic Cemetery
c) Authorization was given by Supervisor Andrew Kennison (Division 4) and lead by Captain Brian Powers
d) Thank you letter has been sent to the Supervisor of District #1 Phillip Peters
- 5) **District Equipment Storage Building Break-In** Discussion
a) On January 10th Mgr Kyt discovered that the back roll up door lock was cut off and building was entered
b) Mgr Kyt has secured the roll up door so even if the lock is cut off again the door will not roll up
- 6) **1983 Ford Pick-Up Truck** Discussion
a) Private party interested in purchasing Ford truck approved to be scrapped
b) 1983 Ford Pick-Up Truck was purchased in June of 2010
c) Mgr Kyt recommends the truck be sold instead of scrapping the truck
d) Mgr Kyt to research process of transferring title
e) Add topic to next regular meeting agenda for further discussion and as an action item

SECRETARY'S REPORT

- 1) **Secretary Kyt Requests to Continue Modified Part-Time Schedule** Discussion
a) Secretary resumed working part-time (20 hours per week) on November 9, 2020
b) Secretary continues to be under medical care for injuries sustained in a car accident on July 7, 2020
c) Secretary requests to continue a modified work schedule (20 hours per week) until next meeting
d) Due to special admission into a medical care program Secretary needs more time to complete treatments
e) Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time
f) Secretary reports that the backlog of work proving difficult to bring current while working part-time
g) Secretary reports medical discharge to return to full-time work has not been obtained

DISTRICT POLICIES AND PROCEDURES HANDBOOK

- 1) District Personnel Policy Discussion
a) Review CSDA Policy Section 3000 "Personnel" Page 104 to 235 research
b) Discuss revisions and or modifications of the CSDA Policy Section 3000 "Personnel"
- Action Required A** 2) **Adopt District Personnel Policy** Action Required
Action: a) Adopt CSDA Policy Section 3000 "Personnel" section as revised and or modified as the District policy

- A** 3) **Office Staff Personnel** Action Required
Action: a) Authorize staff to begin the process of hiring part-time office staff for Accounts Receivable desk
Action: b) Approve hourly rate of pay (minimum wage is \$14 per hour)
Action: c) Approve number of hours per week new hire to work (1000 hours per year or less)

PROFESSIONAL ACCOUNTING SERVICES

- 1) Professional Accounting Services Report Information
- a) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work
 - b) CPA Bruner is knowledgeable about importing and exporting data using the Sage Peachtree software
 - c) CPA Bruner will be scheduled in July to begin the process of performing accounting services onsite
 - d) CPA Bruner believes that he will be able to complete the 2016-2017 reports for the audit in one to two days
 - e) CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
 - f) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the audit
 - g) Auditor Dennis may be able to perform the audit from a remote site after CPA Bruner completes the reports
 - h) After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports
 - i) CPA Bruner will determine how many fiscal years he can complete with each onsite visit
 - j) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed
 - k) CPA Bruner has been scheduled to start financial reports FY 2016-2017 mid month in August
 - l) Per the request of CPA Bruner we rescheduled to accommodate his schedule (week of August 30th)
 - m) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed
 - n) Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled
 - o) CPA Bruner is available to perform accounting services in the month of November
- >>> p) Schedule conflicts; District management suffered severe illnesses during the month of January

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- 1) Statement of Economic Interest Form 700 Information
- a) Annual Filing of Statements of Economic Interests due April 1, 2022

BOARD MEMBER' REAPPOINTMENT

- 1) Trustee Terms Expire November 27, 2021 Information
- a) Trustee Esteban Olivares' term expires November 27, 2021
 - b) Trustee Olivares request for reappointment has been granted by County Board of Supervisors

BOARD MEMBER REQUIRED TRAINING STATUS REPORT

- 1) Ethics AB 1234 Training - progress report Information
- a) Training may be completed at www.targetolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Lee, Montgomery, Olivares, and Schutz
- 2) Workplace Anti-Harassment Training AB 1825 - progress report Information
- a) Training may be completed at www.targetolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Lee, Montgomery, and Olivares
 - c) Training assigned to: newly appointed Trustee Lee
 - d) Training assigned to: Trustee Schutz (certification expired October 25, 2021)

NEW BUSINESS

- 1) California Association of Public Cemeteries 64th Annual Conference Discussion
a) Scheduled March 10 thru March 12, 2022 in Monterey (registration fee \$449.00 per person)
b) Conference highlights: Policy & Procedures; Sustainable groundwater Mgmt Act; green equipment
c) Registration deadline February 18th

Action
Required
A

- 2) Rose Family Crematorium Agreement Proposition Action Required
a) Crematorium presents agreement for the purpose of proper disposal of residual cremated remains
b) Crematorium presents agreement for the purpose of accepting abandoned cremations to scatter/bury
c) Research Kern County Coroner's specific provisions and/or guidelines to receive abandoned cremations
d) Terms of agreement regarding payment from Kern County are not defined
e) Terms of agreement regarding payment from Rose Family Crematorium are not defined
f) Terms of agreement are not defined as to how many times per year disposition of cremations will occur
g) Administrative costs of record keeping; disposition permit activity; grave marking
Action: h) Contract creates potential opportunity to increase revenue - should Mgr Kyt sign the contract

A 3)

- 3) Release of Interest in Plot and Transfer Action Required
a) Determine if Secretary should charge an administrative fee when the cemetery recovers a burial plot
b) When arrangements change from casket interment to cremation clients no longer need a casket plot
c) Staff tries to recover casket plots for efficient use of the land when future arrangements change
d) When arrangements change staff recommends that the cremation be placed at the heart of a loved one
e) Many times families release the casket plot back to the District which can be sold to a community member
f) When plots are released back the District is able to sell the plot so no loss occurs for the District
g) Secretary recommends that the administrative fee to transfer the plot back to the District be waived
Action: h) Authorization to not charge an administrative fee when plots transfer back to the District

- 4) FY 2020-2021 State Controllers Report Discussion
a) Secretary has completed report with the assistance of CPA Robert Dennis

- 5) 2021 Sales Tax Return Discussion
a) Sales tax return has been submitted and payment has been mailed

- 1) **UNFINISHED BUSINESS** Future Agendas
a) District Financial Reports and Audits: FY 2016-2017 to FY 2020-2021
b) Minutes: May 2020 to November 2021
b) Historic Cemetery Surveyor Services
c) CalPERS Contract & Future Liability
d) District Strategic Master Plan
e) Veteran's Park Project

>>>>

ADD ITEMS FOR FUTURE AGENDAS

<<<<

BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

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 Blythe
- 2) Trustee Lee
- 3) Trustee Montgomery
- 4) Trustee Olivares
- 5) Trustee Schustz

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

- 2) **NEXT REGULAR MEETING:**
Scheduled: March 8, 2022 at 1:00 p.m.

Information

- A** 3) **MOTION TO ADJOURN:** *time meeting adjourned*

Action: a) Action to close

Action Required

END PAGE #6