

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, May 12, 2020

1:00 P.M.

Chairperson: John Blythe

Trustees: Mark Montgomery, Harry Schustz, Gerald Wenstrand (one vacant seat)

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.

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, Montgomery, Schustz, Wenstrand (one vacant seat)

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 March 10, 2020 Regular Meeting Minutes | <i>Consent Agenda</i> |
| CA | 2) | Approval of April 7, 2020 Special Meeting Minutes | <i>Consent Agenda</i> |
| CA | 3) | Approval (subject to audit) of December Financial Report | <i>Consent Agenda</i> |
| CA | 4) | Approval (subject to audit) of January Financial Report | <i>Consent Agenda</i> |
| CA | 5) | Approval (subject to audit) of February Financial Report | <i>Consent Agenda</i> |

NON-RESIDENT FEE WAIVED

- | | | | |
|----|----|--|-----------------------|
| CA | 5) | Request received to waive non-resident fee: Interment of Mabel Ellis Ower
a) Casket interment: March 30, 2020 [Section II, Block 124, Lot B7(b)]
b) Mrs. Ellis-Ower moved away due to medical reasons in 2013
c) Mrs. Ellis-Ower was a resident of the valley for 33 years | <i>Consent Agenda</i> |
| CA | 6) | Request received to waive non-resident fee: Interment of Mary Apalatea
a) Casket interment: April 17, 2020 [Section III-B, Block 340, Lot A3(a)]
b) Although Mr. & Mrs. Apalatea relocated in 2019 she and her husband still owned their property in Kernville
c) Mrs. Apalatea was a resident of the valley for 30 years | <i>Consent Agenda</i> |

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. | <u>Action Required</u> |
|-----------------------------|----|--|-------------------------------|

RELEASE OF INTEREST AND REFUND

- | | | | |
|-----------------------------|----|---|-------------------------------|
| Action Required
A | 1) | Release of Interest in Plot and Refund: Alvis Ary
a) Section III-A, Block 28, Traditional Companion Lot C12(b)
b) Reason: Mrs. Ary has moved to Arizona & has decided she does not want to be interred with her husband
c) Refund of Opening & Closing Fees Paid: to be made payable to Alvis Ary (\$169.00)
Action: d) Transfer: from County PreNeed Fund #42012 (\$294.00) to County General Fund #42010 | <u>Action Required</u> |
|-----------------------------|----|---|-------------------------------|

MANAGER'S REPORT

- | | | |
|----|--|--------------------|
| 1) | Coronavirus aka COVID-19
a) Mgr Kyt reports that he is following the County of Kern Department of Health guidelines
b) Mgr Kyt reports contact with Senator Shannon Grove's office for updates on lock down
c) Precautions District is taking to prevent staff infection and office contamination | <i>Discussion</i> |
| 2) | Memorial Day Event
a) Mgr Kyt reports that Senator Grove's office recommends District does not hold a Memorial Day Service
b) Mgr Kyt reports that he has decided to not hold a service to protect the public from COVID-19
c) Mgr Kyt reports that he and volunteers practicing social distancing will place flags on Veteran's graves | <i>Information</i> |

MANAGER'S REPORT - continued

- 3) Department of Human Services - CalWORKS and KHSD Programs *Information*
 - a) CalWORKS participants assigned for training work part-time and are paid by the Dept of Human Services
 - b) No participants are currently assigned by CalWORKS for training as a groundskeeper due to COVID-19
 - c) KHSD participants assigned for training work six months only and receive full-time pay
 - d) No participants are assigned for the KHSD training program

- 4) Department of Human Services - CalWORKS and KHSD Programs *Information*
 - a) Work site agreement renewed on February 20, 2020 (expires June 30, 2023)
 - b) Certificate of Coverage effective July 1, 2019 expires July 1, 2020

- 5) Mexican American Opportunity Foundation (MAOF) *Discussion*
 - a) Work site agreement signed on April 13, 2020 for subsidized employment training program
 - b) MAOF employment goal of the work experience program is to facilitate placement of participants
 - c) MAOF participants assigned for training work full-time for six months only and receive full-time pay
 - d) One participant was assigned for training as a groundskeeper on April 16, 2020

- 6) Historic Cemetery: National Register of Historic Places Process *Information*
 - Nov 2018 a) Southern California Edison (SCE) ground disturbance due to installing electric poles (June & September 2018)
 - Nov 2018 b) Kick off meeting (October 22, 2018) attended by Chairperson Sloan-Thurman and District Staff
 - Nov 2018 c) Archaeologists collect evidence (October 22, 2018 to October 26, 2018)
 - Nov 2018 d) Report to be generated by SWCA Environmental Consultants hired by SCE
 - Nov 2018 e) Restoration of affected area evaluation process performed by Sequoia National Forest and SCE
 - Nov 2018 f) National Register of Historic Places - determination process of eligibility
 - Nov 2018 g) Review the Record of Survey information provided by Surveyor Loryne Schamber
 - Nov 2018 h) Water diversion planning to prevent erosion damage of land and slopes when dam is full to capacity
 - Nov 2018 i) Discovery: full lake water encroachment of District boundaries
 - Nov 2018 j) Sequoia National Forest Archaeologists William MacNeill and Tim Kelly give situation assessment presentation
 - Nov 2018 k) KRVCD Trustees and management additional subject matter inquiry - information obtained
 - Dec 2018 l) SCE installed erosion barriers around base of telephone poles
 - Jan 2019 m) Emails sent to SCE~SWCA and National Sequoia Forest (SNF) for update on report
 - Mar 2019 n) Email received from Archaeologist MacNeill - waiting for SWCA to submit final draft
 - May 2019 o) Mgr Kyt spoke with Archaeologist MacNeill - waiting for SWCA to submit revised draft
 - Nov 2019 p) Update by Archaeologist MacNeill - email received - final report from SCE~SWCA is not complete
 - Jan 2020 q) Update by Archaeologist MacNeill - Site Evaluation & Impact Assessment letter dated Dec. 20, 2019 rec'd
 - Mar 2020 r) SNF sought concurrence with State Historic Preservation Officer (SHPO) - refer to letter dated 12-20-19
 - Mar 2020 s) SHPO (Officer Teresa Benson) did not concur with SNF that Historic Cemetery is eligible for NRHP
 - Mar 2020 ~) NRHP: National Register of Historic Places
 - May 2020 >>> t) Research will be required in order for the District to demonstrate the Historic Cemetery should be on NRHP

TRANSITION DRIVEWAY ASPHALT PROJECT

- 1) Transition Driveway Asphalt Project Completed *Discussion*
 - a) Kern Asphalt Paving & Sealing Co., Inc. the lowest responsible bidder was awarded the contract April 7th
 - b) Contract revisions were required and were reviewed with Chairperson Blythe and Mgr Kyt
 - c) Adjacent property owner Mr. Steve Burns was notified on April 22nd of the asphalt project activity
 - d) Project was started on April 27, 2020 and was completed on May 4, 2020 the day the asphalt was sealed
 - e) Kern Asphalt Paving & Sealing Co., Inc. team provided excellent service and professional results
 - f) Project was bid at \$33,100 and no contractor cost overruns occurred
 - g) Electrician was hired by District at a cost of \$585 to safely disconnect and reconnect irrigation wires
 - h) District purchased and furnished all pipes, unions, valves, couplers, primer, glue, etc for the project
 - i) Final project cost report will be presented once FEMA close out documentation has been completed

HISTORIC CEMETERY ACTIVITIES

- 1) **Historic Cemetery Sale of Plots and Interment Activity** *Information*
 - Nov 2018 a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees
 - Sept 2019 b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop
 - Oct 2019 c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds
 - Oct 2019 d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt

- 2) **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 ground penetrating radar equipment in Historic Cemetery
 - Mar 2019 o) Other work performed by Surveyor Schamber - District property lines confirmation
 - 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
 - Nov 2019 u) Update by Surveyor Schamber - email received (September 10, 2019) regarding Burn's property easement
 - Jan 2020 v) Update by Surveyor Schamber - email received with attachment of Historic Cemetery grid map
 - Discussion >>> w) Progress Report

EMPLOYEE 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 Employees: Manager Kyt and Secretary Kyt

- 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 Employees: Manager Kyt and Secretary Kyt

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, Schustz, and Wenstrand
 - c) Training assigned to: Montgomery

- 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 and Schustz
 - c) Training assigned to: Montgomery and Wenstrand

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS - continued

3)	Trustee Resignation Notifications	<i>Information</i>
	a) Trustee Steve Lott resigned because he plans to move to Arkansas (March 10, 2020)	
	b) Trustee Steve Lott's term would have expired on November 27, 2021	
	c) Trustee Steve Lott has submitted his 700 form as required for leaving office	
4)	Kern County Clerk of the Board Notified	<i>Information</i>
	a) Sent letter notifying the Kern County Clerk of the Board of Trustee Steve Lott's resignation	
5)	Kern County Supervisor Mick Gleason Notified	<i>Information</i>
	a) Sent letter notifying the Kern County Supervisor Mick Gleason of Trustee Steve Lott's resignation	
6)	Roster of Public Agencies Filings Updated: Report of Resignation	<i>Information</i>
	a) California Secretary of State Trustee roster updated: reported resignation of Trustee Steve Lott	
	b) County of Kern Trustee rosters updated: reported resignation of Trustee Steve Lott	

7)	New Trustee Appointment Notification	<i>Information</i>
	a) Trustee Mark Montgomery was appointed as an At-Large Member of the Board (March 31, 2020)	
	b) Trustee Montgomery was appointed to fill Trustee Atchison's seat and his term expires on November 27, 2022	
8)	Statement of Economic Interest Form 700	<i>Information</i>
	a) Trustee Montgomery submits assuming office 700 statement - forwarded to Kern County	
9)	Roster of Public Agencies Filings Updated: Report of Appointment	<i>Information</i>
	a) California Secretary of State Trustee roster updated: reported appointment of Trustee Montgomery	
	b) County of Kern Trustee rosters updated: reported appointment of Trustee Montgomery	

- 10) Notifications of changes to Trustee Appointments Submitted *Information*
- a) Insurance Carrier - Golden State Risk Management Authority
 - b) California Association of Public Cemeteries
 - c) California Association of Special Districts

BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS

- 1) AltaOne Federal Credit Union - Account Signature Cards *Discussion*
- a) Account signature cards need to be updated now that two new board members have been appointed
 - b) Account authorization requesting Secretary Kyt to obtain bank information only for both accounts necessary
 - c) Need approved minutes to support action of the District Board of Trustees and copies of driver's licenses
- 2) Kern County - Processing Systems Signature Cards *Information*
- a) Secretary Kyt prepared signature card to revoke authorization for Trustee Atchison and Trustee Lott
 - b) Secretary Kyt prepared signature card Trustee Montgomery
- 3) Stifel, Nicolaus, & Company Inc. - Broker Sandra Wheeler *Discussion*
- a) Agreements to transfer investments resting in Wells Fargo Advisors accounts received & typed
 - b) Sec Kyt obtained signature of Trustee Blythe, Trustee Schustz, and Mgr Randy Kyt
 - c) Account authorization agreement has been updated with Wells Fargo Advisors (mailed certified)
- >>> d) All investment accounts have been transferred from WFA to Stifel, Nicolaus, & Co. Inc as of April 1, 2020

UNFINISHED BUSINESS

- 1) Fiscal Year 2016-2017 Audit *Information*
 - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
 - b) UPDATE: due dates for audit: State is January 31, 2018 and County is June 30, 2018
 - c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
 - d) Progress report by Secretary

- 2) Fiscal Year 2017-2018 Audit *Information*
 - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
 - b) UPDATE: due dates for audit: State is January 31, 2019 and County is June 30, 2019
 - c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
 - d) Progress report by Secretary

- 3) Fiscal Year 2018-2019 Audit *Information*
 - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
 - b) UPDATE: due dates for audit: State is January 31, 2020 and County is June 30, 2020
 - c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
 - d) Progress report by Secretary

- 4) Cemetery Record Management Software - Intera *Discussion*
 - a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date
 - b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004
 - c) Secretary reports that correcting original data entry errors is time consuming and is done when found
 - d) To correct the record management software data entry of individual records would be a huge undertaking
 - e) No resources in record management software to generate any data entry reports or accounting reports
 - f) Upgrading Intera record management software has never been done; software technology has advanced
 - g) If a decision is made to upgrade the record management software it would be managed online (in the cloud)
 - h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected
 - i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand?
 - j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software
 - k) Duplication of receipting is happening with the current record management of death records causing backlog
 - l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages
 - m) Other cemetery software is available that may be more affordable and may not demand an annual fee
 - n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it
 - o) Progress report: research software upgrade - Secretary reports she has made contact with providers
 - p) Secretary plans to make contact with software vendors and providers at the upcoming CAPC conference
 - q) Training session (1 1/2 hour) received by Secretary on Intera cemetery management software upgrade
 - r) Report: secretary met multiple cemetery management software vendors at the CAPC conference (Feb 20-22)
 - >>> s) Add topic to the Fiscal Year 2020-2021 District Budget agenda for software upgrade decisions

- 5) District Policies and Procedures Handbook *Discussion*
 - a) CSDA offers Sample Policy Handbook at a cost of \$225.
 - b) By purchasing this sample policy handbook it may save a great amount of policy research time
 - c) To purchase the Special District's Sample Policy Handbook OR not to purchase the sample handbook
 - d) Report: copy of "table of contents" from CSDA requested - Sec Kyt was not able to review it at conference
 - >>> e) Add topic to the agenda of the 2020-2021 District Budget for decision to purchase for policy review process

- 6) LAFCO Nomination of Trustee Schustz Rescinded *Information*
 - a) Trustee Schustz has decided not to continue with the nomination process to serve as a representative

NEW BUSINESS

- 1) Statement of Economic Interest Form 700: Annual Reports *Information*
a) Annual statements due June 1, 2020 have been submitted for all Trustees
- 2) Roster of Public Agencies Filing: Annual Report *Information*
a) California Secretary of State annual Trustee roster due by March 31st - no changes
b) County of Kern Trustee annual Trustee roster due by March 31st has been updated
- 3) State of California Controllers Reports *Information*
a) 2018-2019 Special District's Financial Transaction Report has been submitted
b) 2019 Government Compensation in California Report has been submitted
- 4) California Environmental Protection Agency: Air Pollution Control Board *Information*
a) Regulation intended to reduce harmful emissions from diesel powered construction and mining vehicles
b) Annual "Off-Road Fleet" certification for 2020 has been submitted

Action Required			
A	5)	Insurance Carrier Golden State Risk Management Authority	<u>Action Required</u>
		a) Estimated payroll data submitted for the purpose of insurance carrier setting 2020-2021 rates	
		<i>Action:</i> b) Notify GSRMA that District will exercise the right to considering changing insurance carrier	

A	6)	Budget - Fiscal Year 2020-2021	<u>Action Required</u>
		a) Evaluate baselines for Operations & Maintenance; Resale Materials; and Payroll Expenses for FY 2020-21	
		b) Fiscal year 2020-2021 auditor services & requests received to submit proposals by two other auditors	
		<i>Action:</i> c) Schedule special board meeting in June as annually planned for Fiscal Year Budget 2020-2021	

>>>>

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 Montgomery
- 3) Trustee Schustz
- 4) Trustee Wenstrand
- 5) Vacant Seat

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

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

NEXT REGULAR MEETING:

Scheduled: July 14, 2020 at 1:00 p.m.

Action Required			
A	1)	MOTION TO ADJOURN: <i>time meeting adjourned</i>	<u>Action Required</u>
		a) Action to close	