

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Dienstag, 20. September 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.

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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: 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!**

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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 June Financial Report
- 2) Approval (subject to audit) of July Financial Report

Action Required
A

APPROVAL OF THE CONSENT AGENDA

- 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.

Action Required

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

Information

- 2) **Condition of Cemetery Lawns**

Discussion

- Mar. 8* a) All sections of the cemetery are diminished due to lack of water
 ↓ b) Lack of rainfall promotes excessive weed growth
 ↓ c) Mgr Kyt reports trees and evergreens are dying
 ↓ d) Trees are watered periodically to prevent loss
 ↓ e) Visitors discouraged because rodent population has caused damage to all sections; care of headstones
- May 10* f) Damage to sprinkler system caused extensive repairs - Section III-A
- July 12* g) Mgr Kyt applied LT120 - a specialized long-term soil surfactant formula to cemetery lawns
 ↓ h) Mgr Kyt met with Paul from Gardener's Supply who traveled to District to evaluate condition of lawns
 ↓ i) Paul/Gardener Supply suggest that water has a high content of salt and alkaline recommends product to use
 ↓ j) Paul/Gardener Supply took soil samples - he will analyze soil content and make recommendations
- Sept 20* k) Water production of well #1 is inadequate; Mgr Kyt has reduced length of time irrigating district
 ↓ l) Mgr Kyt purchased a water holding tank to transport outside water source

- 3) **Water Delivery System #2 Development**

Discussion

- Jun. 14* a) Mgr Kyt authorized to request quotes and hire a ground water surveyor - quotes reviewed with Chairman
 ↓ b) Board approved ground water surveyor costs to be part of FY 2022-2023 Fund #42010 budget
- July 12* c) Groundwater survey completed in June 2022; reviewed report from Puwame Inc (aka Water Prospector)
 ↓ d) Puwame Inc used "state of the art" instrument to perform electromagnetic survey of ground water availability
 ↓ e) Three hour exploratory ground water survey identifies three targets marked as possible drilling locations
 ↓ f) Three targets: "X" located by current well is strongest; "Y" roadway of Section IV; "Z" Sec III-A parking lot
- Sept 20* g) Mgr Kyt's goal: obtain grant to develop well #2

END PAGE #2

MANAGER'S REPORT *continued*

4) **Water Delivery System #2 Development Estimates**

Discussion

- July 12 a) Mgr Kyt is in the process of obtaining estimates to drill new well based on groundwater survey findings
↓
b) Mgr Kyt reports subcontractor needed to connect water delivery system to well #2
Sept 20 c) Review average estimated costs to drill new well

5) **Water Delivery System #2 Development Grant Process**

Discussion

- July 12 a) Mgr Kyt seeking grants through Self Help Enterprise recommended by Senator Grove not available to Dist.
Sept 20 b) Grant Application: California Dept of Water Resources "Small Community Drought Relief Grant" opportunity
↓
c) Request pledge of support from Senator Grove, Congressman McCarthy, Assemblyman Mathis, Supervisor Peters
↓
d) Sample letter addressed to California Dept of Water Resources for potential supporting partners

Action
Required
A

6) **Water Delivery System #2 Grant Authorization Resolution**

Action Required

- Sept 20 a) Resolution required to implement a "Drought Resiliency Well Construction Project" grant due to drought
Action: b) Adopt Resolution #128 authorizing the grant application, acceptance & execution of well construction

7) **Property Adjacent to the Historic Cemetery Research**

Discussion

- Sept 20 a) Mgr Kyt researches ownership of properties adjacent to Historic Cemetery to reclaim access to 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

8) **Donated Construction Materials from Lake Isabella Dam Project**

Discussion

- Sept 20 a) Mgr Kyt received donated construction materials from the Lake Isabella Dam Project
↓
b) Thank you letter sent to Contractor's Project Manager
↓
c) Mgr Kyt requests donation of utility vehicle and generator; equipment to be sold at public auction

BOARD MEMBER & STAFF REQUIRED TRAINING STATUS REPORT

1) **Ethics AB 1234 Training - progress report**

Information

- a) Training may be completed at www.targetsolutions.com/kernrivercd
b) Certification is current for Trustees: Lee, Montgomery, and Schustz
c) Certification is current for Staff: Manager Kyt
Mar 8 d) Training assigned to: Secretary Kyt (certification expired February 21, 2022)
Sept 20 e) Training assigned to: Trustee Blythe (certification expired May 11, 2022)
Sept 20 f) Training assigned to: Trustee Olivares (certification expired August 24, 2022)

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, Lee, Montgomery, and Schustz
c) Certification is current for Staff: Manager Kyt
Mar 8 d) Training assigned to: Secretary Kyt (certification expired January 1, 2022)
Sept 20 e) Training assigned to: Trustee Olivares (certification expired August 21, 2022)

END PAGE #3

CALL FOR NOMINATIONS

- | | | | |
|------------------------------------|----|--|------------------------|
| | 1) | California Association of Public Cemeteries
CAPC Board call for CAPC Directors nomination
a) Call for nominations: Trustees and/or General Manager
b) Election: February 2023 | <u>Discussion</u> |
| Action Required
A | 2) | Open Nominations of District Trustees or GM to serve on CAPC Board | <u>Action Required</u> |
| A | 3) | Nominations | <u>Action Required</u> |
| A | 4) | Close Nominations of District Trustees or GM to serve on CAPC Board
(If no nominations then no action required for #5 - action required for #7) | <u>Action Required</u> |
| A | 5) | Select from the nominations the Trustees or GM to be nominated | <u>Action Required</u> |
| | 6) | Instruct District Secretary to notify CAPC of nomination | <u>Information</u> |
| A | 7) | Authorize District Manager to cast ballot on behalf of District | <u>Action Required</u> |

SECRETARY'S REPORT

- | | | | |
|--|----|---|--------------------|
| | 1) | Secretary Kyt Continues Modified Part-Time Schedule
<i>Sept 20</i> a) Secretary reports that she continues to work 30 hours per week | <u>Information</u> |
|--|----|---|--------------------|

PROFESSIONAL ACCOUNTING SERVICES

- | | | | |
|------------------------------------|----|---|------------------------|
| | 1) | Professional Accounting Services Report
a) CPA visits District on August 18, 2022 and 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 | <u>Discussion</u> |
| Action Required
A | 2) | Professional Accounting Services Proposal
a) Fees for services of CPA have increased - proposal received
Action: b) Approve proposal of CPA to perform accounting services for FY ending 2017, 2018, 2019, 2020, 2021, 2022 | <u>Action Required</u> |

Action Required		<u>FISCAL YEAR 2022-2023 BUDGET</u>		
A	1)	Review revised District's FY 2022-2023 District's Operation Budget & Adopt		<u>Action Required</u>
July 2022	>>>	a)	Review Fiscal Year 2022-2023 Operation Budget Components	
July 2022	>>>	b)	Discuss any adjustments and or modifications to projected income, expenses and capital outlay	
July 2022	Action:	c)	District's Operation Budget for Fiscal Year 2022-2023 adopted as final	
Sept 2022	>>>	d)	Revisions to adopted District's Operation Budget for Fiscal Year 2022-2023: Longevity Bonus + COVID pay	
Sept 2022	>>>	d)	Revisions to adopted District's Operation Budget for Fiscal Year 2022-2023: operation expenses; radio units	
Sept 2022	Action:	e)	Adopt revised District's Operation Budget for Fiscal Year 2022-2023 as final	

A	2)	Kern County's Coronavirus Local Fiscal Recovery Fund		<u>Action Required</u>
		a)	District may be eligible for pandemic-related expenditure reimbursement	
		b)	Letter prepared to request funding as outlined under the American Rescue Plan Act	
	Action:	c)	Authorize staff to request funding from Kern County's Coronavirus Local Fiscal Recovery Funds	

A	3)	Review revised Fiscal Year 2022-2023 General Fund #42010 Budget & Adopt		<u>Action Required</u>
July 2022	>>>	a)	Review Fiscal Year 2022-2023 General Fund #42010 Budget Components	
July 2022	>>>	b)	Discuss any adjustments and or modifications to projected income, expenses and capital outlay	
July 2022	Action:	c)	District's General Fund #42010 Budget for Fiscal Year 2022-2023 adopted as final	
Sept 2022	>>>	d)	Revisions to adopted Fund #42010 Budget for Fiscal Year 2022-2023: CPA Professional Service Fees	
Sept 2022	Action:	e)	Adopt revised General Fund #42010 Budget for Fiscal Year 2022-2023 as final	

Action Required		<u>NEW BUSINESS</u>		
A	1)	Annual Review of Cemetery Fees Charged for Services		<u>Action Required</u>
		a)	Review CAPC worksheet pertaining to average costs of other special district fee registers	
		b)	Consider Manager's recommendations for fee adjustments; and corrections to fee register	
		c)	Consider Board Member's recommendations for fee adjustments, corrections, fee increases, & percentages	
	Action:	d)	Adopt revisions to District Fee Register effective October 1st	

A	2)	Resolution #120 - Biennial Review of Conflict of Interest 2022-2024		<u>Action Required</u>
	Action:	a)	Adopt (Resolution #120) the current conflict of interest code policy for biennial years 2022-2024	

		3)	Rose Family Crematorium Agreement Update	<u>Information</u>
Feb 2022	Agenda	a)	Crematorium presents agreement for the purpose of proper disposal of residual cremated remains residual	
↓	↓	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	
Feb 2022	Approved	h)	Contract creates potential opportunity to increase revenue - should Mgr Kyt sign the contract	
↓	↓	i)	Approve Contract Revisions and authorize to execute revised agreement with or without attorney review	
Sept 2022	Agenda	j)	Note: Cemetery and Funeral Bureau license #329 for Rose Family Crematorium has been canceled	
↓	↓	k)	Note: Cemetery and Funeral Bureau assign license #425 to Rose Family Crematorium	

UNFINISHED BUSINESS

1) **Future Agenda Items**

- a) District Financial Reports and Audits: FY 2016-2017 to FY 2021-2022
- b) Minutes: May 2020 to July 2022
- c) Historic Cemetery Surveyor Services
- d) CalPERS Contract & Future Liability
- e) Veteran's Park Project
- f) Scrap or Sell 1983 Ford Pick-Up Research

Information

DISTRICT LONG TERM STRATEGIC PLAN

Discussion

1) Report: research concept of merging with one or more cemetery districts in Kern County

- July 12 a) As discussed at the last regular meeting staff would research the concept of merging with another district
- ↓ b) Report: potential benefits of merging with one or more public cemetery district(s) in Kern County
- ↓ c) Response: Danny Brown manager of South Kern Cemetery District & Tehachapi Public Cemetery Dist.
- ↓ d) Response: Paul Holzer manager of East Kern Cemetery District
- ↓ e) Response: Carol Griese - California Association of Public Cemeteries
- ↓ f) Danny Brown manager of South Kern Cemetery District & Tehachapi Public Cem. Dist. presented concept
- Sep 20 g) Pros and Cons Discussion

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ADD ITEMS FOR FUTURE AGENDAS

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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: November 8, 2022 at 1:00 p.m.

Information

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

Action: a) Adjourn Meeting

Action Required

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