

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, August 4th 2020 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday August 4th, 2020 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: John Blythe, Chairperson/President, Board of Trustees
Mark Montgomery, Member, Board of Trustees
Harry Schustz, Member, Board of Trustees
Gerald Wenstrand, Member, Board of Trustees
Randy Kyt, District Manager

Absent: Esteban Olivares, Member, Board of Trustees
Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Blythe at 1:00 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (4 Trustees Present; Trustee Olivares absent)
- 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:
 - 1. Approval of May 12, 2020 Regular Meeting Minutes
 - 2. Approval of June 18, 2020 Special Meeting Minutes (Budget)
 - 3. Approval (subject to audit) of March Financial Report
 - 4. Approval (subject to audit) April Financial Report
 - 5. Approval (subject to audit) May Financial Report
 - 6. Request Received to Waive Non-Resident Fee: Interment of Joann Thomas
 - 7. Request Received to Wave Non-Resident Fee: Interment of Mary Ann Boice
 - 8. Request Received to Wave Non-Resident Fee: Internment of Katherine Bohn
 - 9. Request Received to Wave Non-Resident Fee: Griffith – Pre-Need
 - 10. Fee Reduced: Internment of Emmet Corbitt

Board meeting minutes and financial reports were pulled on consent as they are incomplete for public record; a motion was made by Trustee Schustz to accept consent agenda items 6-10; second by Trustee Montgomery and passed.

- F. MANAGER’S REPORT: Randy Kyt, District Manager
 - 1. PERSONAL SICK LEAVE REQUESTED BY SECRETARY LAURA KYT: Due to Secretary Kyt’s automotive accident, she has requested sick leave. Motion was made by Trustee Schustz to authorize sick leave to Secretary Kyt; second by Trustee Montgomery and passed (Trustee Olivares absent).
 - 2. Department of Human Services – CalWORKS and KHSD Programs. No applicants at this time due to on-going covid-19 pandemic.
 - 3. Mexican American Opportunity Foundation (MAOF). One participant was assigned for training as a groundskeeper on April 16, 2020.
 - 4. Headstone Controversy - Audry Jones: Manager Kyt reports that there is a family dispute regarding Section II, Block 146, Lot D16(b) for Virgil Tucker. Three daughters of Virgil formally requested his disinterment to transfer him to Riverside National Cemetery. Partner in

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, August 4th 2020 @ 1:00 PM

life Audry Jones disputes this. Family has requested Ms. Jones has no authority over this. District concurs they have fulfilled all contractual obligations. Manager Kyt played voicemail from family and the board concurred that the family is in the right.

5. District Onsite Fuel Storage: Trustee Montgomery inquires about fuel for equipment on District's grounds and if Manager Kyt fueled up the gas cans. Manager Kyt does not have storage. Trustee Montgomery's concern has been over hauling the gas to storage.
6. Desert Memorial Park in Ridgecrest: Chairperson Blythe recommended a special board meeting to discuss the particulars of annexing the Desert Memorial Park in Ridgecrest and if this is an option at all as it would need to go through LAFCO. Recommendation is to add it to New Business at next meeting.
7. Revised Fund #42010 Budget/Capital Outlay and Expenditures: Received lowest quote of \$7,574 from Matthew's Cemetery Products. Need to revise District's General Fund #42010 Budget for FY 20-21 and order memorial. Trustee Wenstrand moved to accept revisions; second by Trustee Montgomery and passed. (Trustee Olivares absent).
8. Historic Cemetery: National Register of Historic Places Process: Manager Kyt reports research will be required in order for the district to demonstrate the Historic Cemetery should be on the NRHP.
9. Transition Driveway Asphalt Project: Manager Kyt reports rock work along drive is completed.
10. Historic Cemetery Activities: Manager Kyt reports on sale of plots and interments. District ceased sales to the Historic Cemetery effective November 18 pending surveyor services. Manager Kyt talked with Surveyor Loryne Schamber and should be completed very soon.

G. EMPLOYEE NOTIFICATIONS AND REPORTS:

1. Ethics AB 1234: Current for Manager Kyt and Secretary Kyt
2. Workplace Anti-Harassment Training AB 1825: Current for Manager Kyt and Secretary Kyt

H. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

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

I. UNFINISHED BUSINESS:

1. Fiscal Year 2016-2017 Audit: Auditor Rob Dennis will work on this very soon.
2. Fiscal Year 2017-2018 Audit: No update from Auditor for start, but will cost \$4,250+ mileage.
3. Fiscal Year 2018-2019 Audit: No update from Auditor for start, but will cost \$4,250+ mileage.

J. NEW BUSINESS:

1. Fiscal Year 2019-2020 Audit: Received letters from CPA firms to take the opportunity to provide audit services and request to be added to list of qualified CPA firms to receive a request for proposals.
2. Fiscal Year 2019-2020 Audit: Trustee Schustz moved to accept RT Dennis Accountancy to Perform audit services for fiscal year 2019-2020; second by Trustee Montgomery and passed (Trustee Olivares absent).
3. U.S. Small Business Administration Assistance: District received email from USBA indicating irregular activities on a SBA loan application. Manager Kyt reports that the District has not applied for an SBA loan for Covid-19 assistance and suspects fraud.

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, August 4th 2020 @ 1:00 PM

4. CalPERS: Amend Contract: Board requests additional time to review the particulars of the contract by creating exclusions. Full time employees may receive CalPERS benefits; independent contractors will not.
5. Public Safety Risk: Access to Cemetery Property from Burlando Road: Manager Kyt requests the board to draft a letter of concern as the cemetery district has three entrance gates and Burlando Road is 55 MPH but causing several auto accidents lately, creating public safety concerns. Motion was made by Trustee Wenstrand to notify by letter from District's Board of Trustees to the Board of Supervisors and other pertinent agencies the concerns of the District; second by Trustee Montgomery and passed. (Trustee Olivares absent).

K. BOARD OF TRUSTEES ACCOUNT AUTHORIZATION

1. Alta One Federal Credit Union Account Signature Cards. Trustee Wenstrand moved to authorize update of account signature cards; authorize updated accounts for Secretary Kyt and sign letters; second by Trustee Schustz and passed (Trustee Olivares absent).

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

Chairperson Blythe: Wished Laura well in her recovery efforts and welcomed new Trustee Olivares who was absent but had been formally appointed to the board.

Trustee Montgomery: No comment.

Trustee Olivares: Absent

Trustee Schustz: No comment.

Trustee Wenstrand: No comment.

M. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Thanked the board; he would like to add to a future agenda to add a new water well.

Secretary Kyt: Absent

NEXT REGULARLY SCHEDULED MEETING: Tuesday September 8th, 2020 at 1:00 PM

- N. MOTION TO ADJOURN: Trustee Wenstrand moved to adjourn the meeting at 2:20 PM and was seconded by Trustee Montgomery and passed (Trustee Olivares absent).

Respectfully submitted by

John Blythe

John Blythe

Clerk Specialist/Administrative Assistant

(These minutes were officially transcribed on June 12, 2024 for public record from meeting notes that were on file/available.)