

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 11, 2021
1:00 P.M.

Chairperson: Harry Schutz

Trustees: John Blythe, Mark Montgomery, Esteban Olivares, Gerald Wenstrand

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)

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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, Montgomery, Olivares, Schutz, Wenstrand

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

CONSENT AGENDA
<p>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.</p>

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| CA | <u>DISTRICT MINUTES & REPORTS</u> | <u>Consent Agenda</u> |
| | <ol style="list-style-type: none"> 1) Approval (subject to audit) of February Financial Report 2) Approval (subject to audit) of March Financial Report | |

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| Action Required | <u>APPROVAL OF THE CONSENT AGENDA</u> | |
| A | <ol style="list-style-type: none"> 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> |

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| | <u>EVALUATE INSURANCE CARRIER COVERAGE'S & COSTS</u> | <u>Discussion</u> |
| | <ol style="list-style-type: none"> 1) Insurance Carrier Golden State Risk Management Authority <ol style="list-style-type: none"> a) By Board of Trustees' action GSRMA was notified that District would consider changing insurance carrier b) Reason to change insurance carrier coverage and costs is primarily the over priced worker comp. ins. c) A written notice was presented one year in advance as required by GSRMA in order to change carriers d) According to their bylaws GSRMA must be notified on or before June 1, 2021 that District is changing carrier e) According to the bylaws of GSRMA the District must wait a five year period before it can return to GSRMA f) Special district Insurance sources are limited; GSRMA, SDRMA & McGriff participate in CAPC conference g) District was covered by SDRMA prior to changing to GSRMA; submitting an application was not considered h) An extensive application has been submitted to McGriff Insurance Services on May 5, 2021 i) Quote expected from McGriff Insurance Services between May 21st and June 1st j) Board of Trustees must take action to officially change insurance carriers on or before June 1st k) Review inventory of real property, equipment, vehicles, and personal property values needed l) Insurance Inquiry: allowing volunteers or high school senior programs to serve at the District l) GSRMA representative available by telephone today to answer any questions Trustees may have m) McGriff representative available by telephone today to answer any questions Trustees may have | |

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| | <u>UNFINISHED BUSINESS: PROFESSIONAL ACCOUNTANT PROPOSAL</u> | <u>Discussion</u> |
| | <ol style="list-style-type: none"> 1) Accounting Service Proposals Requested From Professional Accountant <ol style="list-style-type: none"> a) Secretary reports that she has requested proposals from six accountants & one bookkeeper b) Secretary reports that she has one of the audit periods partially finished (FY 2016-2017) c) Secretary reports that FY 2016-2017 was added to the proposal in the event assistance is needed d) Secretary reports that the proposal includes FY 2017-2018; FY 2018-2019; & FY 2019-2020 e) Discuss proposals received or in the process of receiving from professional accountants f) Secretary reports that she has requested proposals from an additional eight accountants g) Most accountants are wrapping up tax reporting (May 15 deadline) and do not have time to submit proposal h) Secretary reports that accountants or their staff traveling to the District appeared to be a concern i) Secretary recommends that the search for an accountant to assist the District continue until the next meeting | |

SECRETARY'S REPORT

- 1) Secretary Kyt Requests to Continue Modified Part-Time Schedule Information
 - a) Secretary resumed working part-time (20 hours per week) on November 9th
 - 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) Secretary recommends that a P/T office clerk is considered in the next year's budget (FY 2021-2022)

MANAGER'S REPORT

- 1) Dept. of Human Services - CalWORKS; MAOF and KHSD Programs Information
 - a) No participants are currently assigned by CalWORKS for training as a groundskeeper
 - b) One participant is currently assigned by MAOF for training as a groundskeeper
 - c) No participants are currently assigned by KHSD for training as a groundskeeper
- 2) Water Delivery System Maintenance Discussion
 - a) Water delivery system performance significantly inadequate
 - b) Piute Pump Company, Inc. treated well on April 2nd to April 4th
- 3) Surveillance Cameras Installed Discussion
 - a) Surveillance cameras can record and can be monitored by Mgr Kyt's cell phone
- 4) Office Carpet Discussion
 - a) Carpet in main office has large unknown stain that may be mildew
 - b) Mgr Kyt seeking advice on how to remove stain
- 5) Memorial Day Planning Information
 - a) Guest Speaker: Senator Shannon Grove
 - b) Scheduled for 11:00 pm on Monday May 31st
 - c) Regular program and participants expected
 - d) Social distancing and masks required

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
 - Oct 2020 e) No interment activity or plot purchase requests to date
 - Dec 2020 f) One traditional casket interment occurred on December 26th - Nora "Lou" Sanders
- 2) Survey Services for Historic Cemetery Discussion
 - >>> a) Progress Report: Mgr Kyt reports contact with Surveyor Schamber

NEW BUSINESS

- 1) State of California Controllers Reports Information
 - a) 2019-2020 Special District's Financial Transaction Report has been transmitted (February 2021)
 - b) 2020 Government Compensation in California Report has been transmitted (April 2021)
- 2) New Office Workstation Discussion
 - a) Office Workstation purchased
 - b) Once carpet issue is resolved workstation will be built
- 3) Cemetery Fee Register Revision Action Required
 - a) Discuss etching fees charged by contractor
 - b) Approve revision to the fee the District charges for etching granite tiles

Action
Required
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DISTRICT ADOPTED BUDGETS REVIEW & APPROVE 2021-2022 BUDGET BASELINE

1)	Review Operations Fiscal Year 2020-2021 Budget as of Apr. 30, 2021	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Interest Income (transfers in): Investments with Stifel and County of Kern Funds c) Miscellaneous Income: Donations and Grants d) Transfers In: FEMA & CalOES project completion transfers from Fund #42013 e) Employee Compensation; Health and Retirement Benefits: review expenditures f) Operations & Maintenance Expense Distribution: review expenditures g) Operations & Maintenance Expenses: review professional services h) Operations & Maintenance Expenses: review changes to line item allocations i) Resale Materials and Inventory: review expenditures j) Contracts, Leases, Agreements & Interest Expenses; Contingency k) Capital Outlay: Rose Garden Improvements - entrance l) Capital Outlay: Office - work stations m) Capital Outlay: Structures - roof and siding repair and rain gutters n) Capital Outlay: transition driveway asphalt (District Obligation) o) Discuss adjustments and modifications to Fiscal Year 2020-2021 Operation's Budget of District 	
Mar 2021	>>>	p) Adjustment: on-call grounds keeper Wesley Kyt - minimum wage
Mar 2021	>>>	q) Adjustment: Secretary Kyt - wages earned decreased
		<ul style="list-style-type: none"> r) Modification: professional accounting services s) Other adjustments and/or modifications t) Review Fiscal Year 2021-2022 Baseline for Operation's Budget of the District
Mar 2021	>>>	u) Add to Capital Outlay: utility vehicle, software upgrade, additional personnel
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Action Required A </div>	Approve Fiscal Year 2021-2022 Baseline for District's Operation Budget <i>Action Required</i>	
	2)	<ul style="list-style-type: none"> a) Discuss adjustments and or modifications to Fiscal Year 2021-2022 District's Baseline Operation Budget <i>Action:</i> b) Approve Fiscal Year 2021-2022 Baseline for District's Operation Budget
3)	Review FY 2020-2021 Budget for General Fund as of Apr. 30, 2021	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Review Fiscal Year 2020-2021 General Budget Components (Kern County Fund #42010) b) Review Fiscal Year 2021-2022 Baseline for General Fund #42010 Budget 	
4)	Review FY 2020-2021 Budget for Endowment Fund as of Apr. 30, 2021	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Review Fiscal Year 2020-2021 Endowment Budget Components (Kern County Fund #42011) b) Review Fiscal Year 2021-2022 Baseline for Endowment Fund #42011 Budget 	
5)	Review FY 2020-2021 Budget for Pre-Need Fund as of Apr. 30, 2021	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Review Fiscal Year 2020-2021 PreNeed Budget Components (Kern County Fund #42012) b) Review Fiscal Year 2021-2022 Baseline for PreNeed Fund #42012 Budget 	
6)	Review FY 2020-2021 Budget for Deferred Maint Fund as of Apr. 30, 2021	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Review Fiscal Year 2020-2021 Deferred Maintenance Budget Components (Kern County Fund #42013) b) Review Fiscal Year 2021-2022 Baseline for Deferred Maintenance Fund #42013 Budget 	
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Action Required A </div>	Approve Fiscal Year 2021-2022 Baseline for the Budgets of ALL Funds <i>Action Required</i>	
	7)	<ul style="list-style-type: none"> a) Discuss adjustments and or modifications to Fiscal Year 2021-2022 Budgets of ALL Funds of the District <i>Action:</i> b) Approve Fiscal Year 2021-2022 Baseline for General Fund #42010 Budget <i>Action:</i> c) Approve Fiscal Year 2021-2022 Baseline for Endowment Fund #42011 Budget <i>Action:</i> d) Approve Fiscal Year 2021-2022 Baseline for PreNeed Fund #42012 Budget <i>Action:</i> e) Approve Fiscal Year 2021-2022 Baseline for Deferred Maint. Fund #42013 Budget

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

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| <p>1) Ethics AB 1234 Training - progress report
 a) Training may be completed at www.targetsolutions.com/kernrivercd
 b) Certification is current for Trustees: Blythe, Montgomery, Olivares, and Schustz
 c) Training assigned to: Wenstrand</p> | <p><u>Information</u></p> |
| <p>2) Workplace Anti-Harassment Training AB 1825 - progress report
 a) Training may be completed at www.targetsolutions.com/kernrivercd
 b) Certification is current for Trustees: Blythe, Montgomery, Olivares, and Schustz
 c) Training assigned to: Wenstrand</p> | <p><u>Information</u></p> |
| <p>3) Statement of Economic Interest Form 700 - All Trustees
 a) Annual statements due March 31, 2021 have been submitted for all Trustees</p> | <p><u>Information</u></p> |
| <p>4) Roster of Public Agencies Filings
 a) California Secretary of State annual Trustee roster due by March 31st has been updated
 b) County of Kern Trustee annual Trustee roster due by March 31st has been updated</p> | <p><u>Information</u></p> |
| <p>5) California Association of Public Cemeteries
 a) Nominations for CAPC Board of Directors are now being accepted
 b) Deadline to submit your candidate consent form is October 31, 2021</p> | <p><u>Discussion</u></p> |

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ADD ITEMS FOR FUTURE AGENDAS

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| <p>Nov 2020</p> | <p>1) Trustee Montgomery: Research automation of water delivery system</p> |
| <p>Nov 2020</p> | <p>2) Manager Kyt: Problem with water delivery system - Iron Manganese</p> |
| <p>Nov 2020</p> | <p>3) Trustee Esteban: Installation of Video Surveillance System</p> |
| <p>Feb 2021</p> | <p>4) Trustee Esteban: High School Volunteer Program</p> |
| <p>Feb 2021</p> | <p>5) Manager Kyt: Evaluate Alarm Monitoring Services</p> |

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 Olivares
- 4) Trustee Schustz
- 5) Trustee Wenstrand

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

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

- 1) **CONVENE MAY MEETING AND RECONVENE ON OR BEFORE JUNE 1** Discussion
- a) Reconvene for the purpose of final consideration to change insurance carriers after quote is received
 - b) And for the purpose of final consideration to accept a proposal for accounting firm services
 - c) And for the purpose of unfinished or other business that requires attention before next regular meeting
 - d) Review schedules of Trustees and Staff in order to reconvene today's regular meeting in June

Action
Required
A

- 2) **CONFIRM JUNE MEETING SCHEDULE TO RECONVENE** Action Required
- a) For the purposes as indicated in Item #1 above
- Action: b) Motion: schedule the date May's regular meeting is to reconvene

- 3) **NEXT REGULAR MEETING:** Information
- Scheduled: July 13, 2021 at 1:00 p.m.

Action
Required
A

- 4) **MOTION TO CONVENE:** *time meeting adjourned* Action Required
- Action: a) Motion to convene - time meeting closed