

# 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, September 14, 2021  
1:00 P.M.

Chairperson: Harry Schustz

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)**

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, Olivares, Schustz, 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**

**MANAGER'S REPORT**

- 1) District Improvements Discussion
  - a) Office Improvement: rearrangement of office furniture to accommodate workstation - completed
  - b) Office Improvement: installation of workstation - completed
  - c) Office Improvement: computers assigned to each desk of the workstation
  - d) Two computers received from LAFCO were missing parts
  - e) Received donation of a computer and monitor from Mr. and Mrs. Atchison
  
- 2) French Fire Discussion
  - a) French Fire started August 18th on Sawmill Road & Waggy Flats Road
  - b) Mandatory evacuation for community of Wofford Heights occurred on August 24th and ended August 31st
  - c) For protection & safe keeping staff boxed cemetery records & loaded them for transport to keep them mobile
  - d) Boxed records are now in the process of being sorted to move forward with accounting services project

**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 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) Due to special admission into a medical care program Secretary needs more time to complete treatments
  
- 2) Golden State Risk Management Authority Information
  - a) Secretary submits to insurance carrier actual and budgeted annual payroll for workers compensation

**DISTRICT MINUTES: progress report**

- 1) May 12, 2020 Regular Meeting Minutes
  - 2) June 18, 2020 Special (Budget) Meeting Minutes
  - 3) July 14, 2020 Convened Regular Meeting Minutes
  - 4) August 4, 2020 Reconvened Regular Meeting Minutes
  - 5) September 8, 2020 Regular Meeting Minutes
  - 6) November 19, 2020 Regular Meeting Minutes
  - 7) January 12, 2021 Convened Regular Meeting Minutes
  - 8) February 10, 2021 Reconvened Regular Meeting Minutes
  - 9) March 9, 2021 Regular Meeting Minutes
  - 10) May 11, 2021 Convened Regular Meeting Minutes
  - 11) June 1, 2021 Reconvened Regular Meeting Minutes
  - 12) June 15, 2021 Special (Budget) Meeting Minutes
  - 13) July 13, 2021 Convened Regular Meeting Minutes
  - 14) July 27, 2021 Reconvened Regular Meeting Minutes
- Discussion

**Action  
Required**

**DISTRICT FINANCIAL REPORTS**

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

**UNFINISHED BUSINESS - AUDITS**

- 1) Fiscal Year 2016-2017 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
  - b) 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) 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) 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) Fiscal Year 2019-2020 Audit Information
  - a) RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020
  - b) Due dates for audit: State is January 31, 2021 and County is June 30, 2021
  - c) Secretary's average hours worked in FY 2019-2020 = 40 hours per week
  - d) Progress report by Secretary
  
- 5) Fiscal Year 2020-2021 Audit Information
  - a) RT Dennis Accountancy budgeted to perform audit services for fiscal year 2020-2021
  - b) Due dates for audit: State is January 31, 2022 and County is June 30, 2022
  - c) Secretary's average hours worked in FY 2020-2021 = 20 hours per week
  - d) Progress report by Secretary

**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

Action Required	<b>NEW BUSINESS</b>	
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) Historic Cemetery	<u>Action Required</u>
	a) Authorize Mgr Kyt to perform interments at the Historic Cemetery	
	3) California Association of Public Cemeteries Annual Education Seminar	<u>Information</u>
	a) Scheduled from October 8th & 9th in San Luis Obispo (registration fee was \$148.00 per person)	
	b) Seminar highlights: CSDA governance foundation; Harassment Prevention Training; IRS & Trustee's Stipend	
	1) <b>UNFINISHED BUSINESS</b>	<u>Information</u>
	a) Board of Trustees Notifications and Reports	
	b) Historic Cemetery Surveyor Services	
	c) District Policies and Procedures Handbook	
	d) District Strategic Master Plan	
	e) Veteran's Park Project	
	f) All other unfinished business	

>>>>

**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 Olivares
- 4) Trustee Schustz
- 5) Trustee Wenstrand

**DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):**

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

- 2) **NEXT REGULAR MEETING:**  
Scheduled: November 9, 2021 at 1:00 p.m.

Information

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

Action: a) Action to close

Action Required

**END PAGE #4**