

# MEETING AGENDA

## BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

### Regular Meeting

*March 14th meeting was postponed due to mandatory flood evacuations - meeting was not rescheduled*

*May 9th meeting was postponed for quorum issues and staff members out on sick leave*

Thursday, May 25, 2023

1:00 P.M.

Chairperson: Harry Schustz

Trustees: Charles Lee, Mark Montgomery, Esteban Olivares, (one vacant seat)

**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: Lee, Montgomery, Olivares, Schustz, (one vacant seat)

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**

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**

- |          |   |                       |
|----------|---|-----------------------|
| <b>C</b> | 1) Approval (subject to audit) of December Financial Report | <i>March Business</i> |
| <b>C</b> | 2) Approval (subject to audit) of January Financial Report  | <i>March Business</i> |
| <b>C</b> | 3) Approval (subject to audit) of February Financial Report | <i>May Business</i>   |
| <b>C</b> | 4) Approval (subject to audit) of March Financial Report    | <i>May Business</i>   |

Action Required
<b>A</b>

**APPROVAL OF THE CONSENT AGENDA**

**Action Required**

- |    |  |
|----|--|
| 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. |
|----|--|

**MANAGER'S REPORT**

- |           |   |                          |
|-----------|---|--------------------------|
| <b>1)</b> | <b>Department of Human Services - CalWORKS and KHSD Programs</b>  | <u><i>Discussion</i></u> |
|           | 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                                 |                          |
|           | c) Without utilization of these programs Mgr has had to use on-call staff to help with services & maintenance     |                          |
| <b>2)</b> | <b>Department of Human Services - CalWORKS Agreement Renewed</b>  | <u><i>Discussion</i></u> |
|           | a) New cooperative agreement entered into with County of Kern effective May 1, 2023 through April 30, 2025        |                          |
|           | b) District agrees to provide work experience for participants in the CalWorks Program                            |                          |
|           | c) Program shall enhance and renew job skills; build work habits; expedite the transfer to paid employment        |                          |
|           | d) Participants are paid wages through CalWorks; workers compensation insurance is covered by CalWorks            |                          |
| <b>3)</b> | <b>Memorial Day Service</b>   | <u><i>Discussion</i></u> |
|           | a) Keynote Speaker: District Director Jessica Janssen from Office of District 32 Assemblyman Vince Fong           |                          |
|           | b) Scheduled for 11:00 pm on Monday May 29th  |                          |
|           | c) Regular program may be altered somewhat as some groups have changes occurring to their participants            |                          |
|           | d) It has been a blessing over the last 20 years for Mgr Kyt to organize events at the District honoring veterans |                          |
|           | e) Memorial Day Services and Veterans Day Services may be coming to an end as we know them                        |                          |
|           | f) As time goes by coordination of participates seems to be more challenging                                      |                          |

**MANAGER'S REPORT** *continued*

**5) Condition of Cemetery Lawns**

Discussion

- 2022 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
- ↓ Nov 3 > m) Fire dept. captain Jim Phillips & crew remove dead pine front of Section 1+ big stump between Section 1 & 2
- ↓ Dec 19 n) Landscape alternatives: without water lawns will turn to dirt - consider example of Historic Cemetery
- ↓ ↓ o) Other landscape alternatives: limit tree replacements and consider more drought resistant plants
- 2023 Jan 10 p) Rainfall saturation in the month of January
- ↓ May 25 q) Complaint received from family member of person interred in Section III-C

**6) Water Delivery System #1**

Discussion

- 2023 May 25 a) Mgr Kyt met with Rick from Piute Pump - recommends chemical treatment
- b) Rick from Piute Pump hospitalized
- c) Mgr Kyt met with Randy from Precision on May 9th - evaluation of water supply - recommends monitoring
- d) Update: water production is currently stable and sufficient due to increased water table

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

Discussion

- 2022 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
- ↓ Dec 19 e) Progress Report; Senator Grove has submitted a letter of support
- 2023 Jan 10 f) Progress Report: grant has been submitted - may be delayed - agency is dealing with flood crisis
- ↓ May 25 g) Received an email from Senior Engineer Ms. Misaghi - it was determined that there is no funding for KRVC

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

Discussion

- 2022 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 Andy Stone, Hydrologist and Forest BAER Coordinator
- ↓ Dec 19 e) Progress Report: Inquiry with lead engineer of Army Corps Engineer
- 2023 Jan 10 f) Progress Report: Dam Engineer Victor Ozuna plans to visit site when weather improves
- ↓ May 25 g) Progress Report

**MANAGER'S REPORT** *continued*

- 9) Mandatory Evacuation Orders Issued by Kern County** Discussion
- |      |        |   |
|------|--------|---|
| 2023 | May 25 | a) Evocation order was in effect from March 9, 2023 through March 21st for District residents                 |
| ↓    | ↓      | b) Communities were impacted by the floods from the atmospheric rive storm event in the Kern River Valley     |
| ↓    | ↓      | c) Kern County issued a local Proclamation of Emergency submitted to CalOES on March 12th                     |
| ↓    | ↓      | d) Reported to Kern County on march 16th that the Historic Cemetery was affected with sink holes              |
| ↓    | ↓      | e) Also expressed concern that these storms cause some sort of soil erosion under ground                      |
| ↓    | ↓      | f) Mgr Kyt has filled the severe sink holes in the Historic Cemetery with materials on hand                   |
| ↓    | ↓      | g) Mgr Kyt met with CalOES and FEMA teams for preliminary damage assessment                                   |
| ↓    | ↓      | h) Kern County Multi Jurisdiction Hazard Mitigation Plan set to expire in April 2026                          |
| ↓    | ↓      | i) There are certain requirements for the District to participate in the MJHMP process of updating plan       |
| ↓    | ↓      | j) A representative from District will be required; must provide contact information to Emergency Service Mgr |

- 10) Potential Lake Level Risks to Historic Cemetery** Discussion
- |      |        |  |
|------|--------|--|
| 2023 | May 25 | a) Mgr Kyt met with Lead Dam Engineer Victor Ozuna along with other USACE members on March 16th                  |
| ↓    | ↓      | b) Mgr Kyt was informed that the rising lake level poises a risk to the Historic Cemetery                        |
| ↓    | ↓      | c) Lake level may cause the Historic Cemetery or at least part of it to be under water when the lake level rises |

- 11) Historic Cemetery Slope Stabilization** Discussion
- |      |        |   |
|------|--------|---|
| 2023 | May 25 | a) Mgr Kyt connects with Acting Heritage Program Mgr Tim Kelly who works for the Sequoia National Forest        |
| ↓    | ↓      | b) The slope facing the lakeside of the Historic Cemetery is the responsibility of the Sequoia National Forest  |
| ↓    | ↓      | c) SNF Mgr Kelly worked with District Hydrologist Andy Stone and came up with an estimate to stabilize slope    |
| ↓    | ↓      | d) Mgr Kyt and Mgr Kelly worked with the Army Corps seeking surplus erosion control material                    |
| ↓    | ↓      | e) Mgr Kyt received three boxes of heavy duty Visqueen plastic sheeting from Army Corps surplus                 |
| ↓    | ↓      | f) SNF Mgr Kelly obtained stakes, sand bags, and sand; enlisted help from the forestry dept. to stabilize slope |
| ↓    | ↓      | g) 1,000 sand bags have been placed on top of Visqueen - may need to add 10x that amount before lake rises      |

**CAPC EDUCATIONAL EVENT FOR CEMETERY BOARD MEMBERS & STAFF**

- 1) California Association of Public Cemeteries 65th Annual Conference** Discussion
- |      |        |  |
|------|--------|--|
| 2023 | Jan 10 | a) Conference highlights: Personnel; Prevailing Wage and Public Works Projects; Budget Preparation |
| ↓    | May 25 | b) Scholarships awarded by CAPC to Mgr Kyt and Trustee Blythe                                      |
| ↓    | ↓      | c) GSRMA grant of \$1,000 is awarded to District to cover part of the conference costs             |
| ↓    | ↓      | d) Conference attended by Chairperson Schustz, Trustee Blythe, Mgr Kyt, and Employee Wesley Kyt    |
| ↓    | ↓      | e) Reports from attendees including cemetery software and expense report presented Secretary       |

**SECRETARY'S REPORT**

- 1) Secretary Kyt Continues Modified Part-Time Schedule** Information
- a) Secretary reports that she continues to work 30 hours per week
- 2) Office Staff Personnel** Information
- |      |        |   |
|------|--------|---|
| 2022 | Dec 19 | a) Consider the process of hiring part-time office staff for Clerk Specialist position                      |
| 2023 | Jan 10 | b) Secretary recommends review of applicants who have applied and applicant expressing interest in position |
| ↓    | ↓      | c) Budget provisions allocated for part-time position to be filled in FY 2022-2023                          |
| ↓    | ↓      | d) Trustee John Blythe offers to apply after today's meeting and work part-time to assist Secretary         |
| ↓    | ↓      | e) There were no objections to having Trustee Blythe assist Secretary as a paid part-time employee          |
| 2023 | May 25 | f) Employee John Blythe was hired on February 2nd   |

**PROFESSIONAL ACCOUNTING SERVICES**

**1) Professional Accounting Services First Visit to District**

Discussion

- a) CPA visited District on August 18, 2022: 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

2022 Dec 19 j) Received email from Mr. Bruner on December 9th - he has begun FY 2016-2017

2023 Jan 10 k) Rec'd email from Mr. Bruner on December 20th - plans to visit the District between January 16th and 23rd

**2) Professional Accounting Services Second Visit to District**

Discussion

- 2023 May 25 a) CPA visited District on February 13th; reviews next fiscal period records and reads minutes
- ↓ ↓ b) Records in possession of CPA: 2017-2018 financial report support binder
- ↓ ↓ c) Records in possession of CPA: 2017-2018 AltaOne bank account statements
- ↓ ↓ d) Records in possession of CPA: 2017-2018 Wells Fargo Advisors investment statements
- ↓ ↓ e) Records in possession of CPA: 2017-2018 Accounts Receivable yellow receipt copies
- ↓ ↓ f) Records in possession of CPA: 2017-2018 inventory report
- ↓ ↓ g) Records in possession of CPA: 2017-2018 audited financial report
- ↓ ↓ h) Secretary to provide additional support before next visit by CPA

**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 Lee
- 2) Trustee Montgomery
- 3) Trustee Olivares
- 4) Trustee Schustz

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

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

<b>Action Required</b>	
<b>A</b>	<b>1) <u>CONVENE MEETING AND SCHEDULE TO RECONVENE</u></b>

Action Required

- a) Reason: split meeting in half - Manager's report majority of first half & other business + budget next half
- b) 2nd half: other and unfinished business that requires attention before next regular meeting AND
- c) Review Fiscal Year 2022-2023 Budget and establish a baseline budget for Fiscal Year 2023-2024
- d) Confirm schedules of Trustees and Staff in order to reconvene today's regular meeting first week in June

Action: e) Set date and time to reconvene this meeting

<b>A</b>	<b>1) <u>MOTION TO CONVENE (ADJOURN):</u> <i>time meeting adjourned</i></b>
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Action Required

Action: a) Convene (adjourn) Meeting

**END PAGE #5**