

Kern River Valley Public Cemetery District
Minutes of the Reconvened Regular Board of Trustees Meeting – Tuesday, July 27th, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday July 27th, 2021 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: Harry Schustz, Chairperson/President, Board of Trustees
Mark Montgomery, Vice Chair/Vice President, Board of Trustees
Esteban Olivares, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

Absent: John Blythe, Member, Board of Trustees
Gerald Wenstrand, Member, Board of Trustees

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:04 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (3 Trustees Present; 2 Absent)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS:
Ron Matthews was present as an observer.
- E. SECRETARY’S REPORT: Laura Kyt, District Secretary
1. Modified Work for Secretary: Secretary Kyt resumed working part-time 20 hours per week on November 9th. Secretary continues to be under medical care since July, 2020 and has been in a medical care program.
 2. Fee Register Revisions: Secretary Kyt reports fee register for Rose Garden may need revisions to support all services available and the District could discuss client internment arrangement and include two memorials in the Rose Garden and how to provide services for those clients.
- F. DISTRICT MINUTES – PROGRESS REPORT:
1. May 12th, 2020 Regular Meeting Minutes
 2. June 18th, 2020 Special Budget Meeting Minutes
 3. July 14th, 2020 Convened Regular Meeting Minutes
 4. August 4th, 2020 Reconvened Regular Meeting Minutes
 5. September 8th, 2020 Regular Meeting Minutes
 6. November 19th, 2020 Regular Meeting Minutes
 7. January 12th, 2021 Reconvened Regular Meeting Minutes
 8. February 10th, 2021 Reconvened Regular Meeting Minutes
 9. March 9th, 2021 Regular Meeting Minutes
 10. May 11th, 2021 Reconvened Regular Meeting Minutes
 11. June 1st, 2021 Reconvened Regular Meeting Minutes
 12. June 15th, 2021 Special Budget Meeting Minutes

Secretary Kyt reports that the board meeting minutes since May 2020 have not been completed and will need to add July 13 and today’s board meeting to the administrative backlog.

- G. DISTRICT FINANCIAL REPORTS:

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1. Approval (subject to audit) of April Financial Report
 2. Approval (subject to audit) of May Financial Report
- Trustee Olivares moved to approve April and May's Financial Reports; second by Trustee Montgomery and passed.

H. MANAGER'S REPORT: Randy Kyt, District Manager

1. District Improvements: Rose Garden had several improvements including arch and fence entrance installed, solar lamps and requests budget allocation needed to complete Rose Garden beautification project.
2. District Administrative Office: Manager Kyt reports the office has been re-arranged to accommodate work stations and has computers assigned.

I. UNFINISHED BUSINESS:

1. Fiscal Year 2016-17 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2018 and County was June 30, 2018.
2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2019 and County was June 30, 2019.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2020 and County was June 30, 2020.
4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for FY 2019-20. Due date has passed on January 31, 2021 and County was due on June 30, 2021.

Secretary Kyt reports that with the last fiscal year ending June 30, 2021, a fifth Fiscal Year Audit will need to be added.

5. Professional Accounting Services Report: Secretary Kyt reports she has been in communication with Financial Accountant David Bruner with relation to importing and exporting the Peachtree Software and would like to complete FY 2016-17 and have it ready for auditor Robert Dennis. Accountant Bruner will determine how many fiscal years can be completed with each on site visit and also see if Auditor Dennis can complete the audits remotely. Accountant Bruner is scheduled to start financial reports for Fiscal Year 2016-17 in the middle of August.

J. DISTRICT POLICIES AND PROCEDURES HANDBOOK:

1. Policy Research: Kern County Employee Policy and CSDA Policy Handbook: Secretary Kyt reports that CSDA (California Special Districts Association) offers Sample Policy Handbook at a cost of \$225 and recommends purchasing this as a template for the District's policy/procedures handbook. Board discussed budget allocation to purchase the CSDA policy handbook and Kern County's Employee Policy Handbook.

K. BUDGET 2021-2022 REVISIONS:

1. Review District Operations Budget for Fiscal Year 2021-22 Budget: Added budget items included Rose Garden Beautification Projects and purchasing CSDA handbook. Trustee Montgomery moved to add those two budget items for the fiscal year; second by Trustee Olivares and passed.

L. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. Ethics Training AB 1234: Trustee Wenstrand assigned. All other Trustees current.

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2. Workplace Anti-Harassment Training AB 1825: Trustee Wenstrand assigned. All other Trustees current.

M. DISTRICT STRATEGIC MASTER PLAN:

1. Planning Process to Develop Strategic Master Plan of District: Strategic plan was discussed including envisioning the district within five, ten and twenty years. The need for infrastructure improvements to the office, driveway, water delivery system, solar lighting, the use of digitizing the documents, utilizing social media, expansion of the district's property for more burials, policies and procedures, hiring more staff, and upgrading the cemetery software system. There is also the need to prepare a written emergency preparedness implementation plan. Manager Kyt also discussed creating a Veteran' Park that would attract the local community, a bike path, and the use of a small amphitheater for outdoor events . Manager Kyt is looking into grants for this and met with Assemblyman Mathis on June 22, 2017 on several of these topics. A Veterans Park would also be utilized for larger outdoor events for Veterans Day and Memorial Day ceremonies.

N. BOARD MEMBER ANNOUNCEMENTS OR REPORTS:

Trustee Blythe: Absent

Trustee Montgomery: No comments

Trustee Olivares: No comments

Trustee Wenstrand: Absent

Chairperson Schustz: No comments

O. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Office workstation project is coming along and has been built. Carpet has been repaired and he has done painting to the office as well.

Secretary Kyt: No comments

P. NEXT REGULARLY SCHEDULED MEETING: Tuesday September 14th, 2021 at 1:00PM

Q. MOTION TO ADJOURN: Meeting was adjourned at 3:24 PM by Trustee Montgomery; second by Trustee Olivares and passed.

Respectfully submitted by
John Blythe

John Blythe
District Administrative Assistant

(These minutes were officially transcribed on June 27, 2024 for public record from meeting notes that were on file/available.)