

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Special Meeting: Budget

Tuesday, June 15, 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)

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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, Schustz, Wenstrand

CALL TO ORDER BY CHAIR OF THE BOARD:

ROLL CALL BY THE CLERK 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!

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NEW BUSINESS

A	1)	Fiscal Year 2020-2021 Pre-Need Funds Annual Recoupment	Action Required
		a) Report: Pre-need Services executed as of May 31, 2021 (<i>subject to audit</i>) b) Report: Pre-Need Contracts paid in full as of May 31, 2021 (<i>subject to audit</i>) c) Report: Release of Interests performed as of May 31, 2021 (<i>subject to audit</i>) d) Origin of Long Term "In House" Liability: CalPERS side fund balance (\$151,177) paid in full July 2014 e) CalPERS side fund was paid off using District's accessible funds of District's PreNeed Investments f) Until P/N monies borrowed are repaid by recoupment no transfers will occur from PreNeed unless ROI g) Report: CalPERS liability less recoup: FY2014-15; 2015-16; 2016-17; 2017-18; 2018-19; 2019-20; 2020-21 Action: h) Authorize FY 2020-21 recoupment to be applied to reduce "In-House" liability created to pay off CalPERS	
	2)	Review Fiscal Year 2020-2021 Operation Budget as of May 31, 2021	Discussion
		a) Actual Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Interest Income (transfers in): Stifel, Nicholas, & Co., Inc. Investments and County of Kern Funds c) Miscellaneous Income: Donations and Grants d) Inter Fund Transfers: Fund # 42010; #42011; #42012; #42013 e) Employee Compensation; Health and Retirement Benefit Expenses f) Operations & Maintenance Expenses: review expenditures g) Operations & Maintenance Expenses: review changes to line item allocations h) Resale Materials; Current Inventory i) Contracts, Leases, Agreements & Interest Expenses; Contingency j) Capital Outlay: Rose Garden Entrance, Replace Block Markers, Office and Structure Improvements	
	3)	Review Projected Fiscal Year 2021-2022 Operation Budget Components	Discussion
		<i>Projected</i> a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations <i>Projected</i> b) Interest Income (transfers in): Stifel Investments and County of Kern Fund Accts <i>Projected</i> c) Misc Income: Donations and Grants <i>Projected</i> d) Inter Fund Transfers: Fund #42010; #42011; #42012 and #42013 <i>Projected</i> e) Employee Compensation; Health and Retirement Benefit Expenses <i>Projected</i> f) Operations & Maintenance Expenses <i>Projected</i> g) Operations & Maintenance Expenses: Professional Services - service backhoes and mounting of tires <i>Projected</i> h) Operations & Maintenance Expenses: Professional Services - CPA professional accounting services <i>Projected</i> i) Operations & Maintenance Expenses: Professional Services - Surveyor for Historic Cemetery Project <i>Projected</i> j) Resale Materials; Current Inventory <i>Projected</i> k) Contracts, Leases, Agreements and Interest Expenses; Contingency <i>Projected</i> l) Capital Outlay: Office and Structure Improvements - office flooring and roof repairs; rain gutters <i>Projected</i> m) Capital Outlay: Grounds - replace missing block markers <i>Projected</i> n) Other Financing Sources: CalPERS Liability	
A	4)	Adopt District's Fiscal Year 2021-2022 District's Operation Budget	Action Required
		a) Discuss any adjustments and or modifications to projected income, expenses and capital outlay Action: b) Adopt District's Operation Budget for Fiscal Year 2021-2022	
	5)	Review Fiscal Year 2020-2021 General Fund Budget as of May 31, 2021	Discussion
		a) Review FY 2020-2021 General Fund #42010 Budget Components b) Inter Fund Transfers into Fund #42010 from Funds #42011, #42012, and #42013 c) Transfers Out: Capital Outlay: RG Life Is Eternal Plaque; Utility Vehicle; Asphalt (FEMA Project) d) Discuss Fund #42010 account restrictions in order to maintain at least six months of operation costs	

NEW BUSINESS - continued

A	6)	Review and Adopt Fiscal Year 2021-2022 General Fund #42010 Budget	Action Required
		a) Final review of Fiscal Year 2021-2022 General Fund #42010 Budget Projections b) Transfers Out: Capital Outlay: Utility Vehicle and Asphalt (District Obligated Portion of FEMA Project) c) Transfer Out: Professional Auditor Services - FY 2016-17; 2017-18; 2018-19; 2019-20; 2020-21 d) Discuss any adjustments and or modifications to projected income and transfers for FY 2021-2022 Action: e) Adopt District's General Fund #42010 Budget for Fiscal Year 2021-2022	
	7)	Review FY 2020-2021 Endow Fund #42011 Budget as of May 31, 2021	Discussion
		a) Review FY 2020-2021 Endowment Fund #42011 Budget Components b) Transfer Out: Inter Fund transfer to Fund #42010 - interest earned from Fund #42011 c) Review accrued dividends earned transferred from WFA investments & resting in County Fund #42011 d) Review current reinvested accrued dividends earned with Stifel (March 2020 to May 2021) e) Discuss Fund #42011 account restrictions report (total endowment revenue deposits that are restricted) f) Review Health and Safety Code 9065(f)	
A	8)	Review and Adopt Fiscal Year 2021-2022 Endow Fund #42011 Budget	Action Required
		a) Review FY 2021-2022 Endowment Fund #42011 Budget Projections b) Discuss any adjustments and or modifications to projected income and transfers for FY 2021-2022 Action: c) Adopt District's Fiscal Year 2021-2022 Endowment Fund #42011 Budget	
	9)	Review FY 2020-2021 PreNeed Fund #42012 Budget as of May 31, 2021	Discussion
		a) Review FY 2020-2021 PreNeed Fund #42012 Budget Components b) Transfer Out: Inter Fund transfer to Fund #42010 - interest earned from Fund #42012 c) Review accrued dividends earned transferred from WFA investments & resting in County Fund #42012 d) Review current reinvested accrued dividends earned with Stifel (March 2020 to May 2021) e) Discuss Fund #42012 account restrictions report (PreNeed deposits that are restricted less recoupment)	
A	10)	Review and Adopt Fiscal Year 2021-2022 PreNeed Fund #42012 Budget	Action Required
		a) Review FY 2021-2022 PreNeed Fund #42012 Budget Projections b) Discuss any adjustments and or modifications to projected income and transfers for FY 2021-2022 Action: c) Adopt District's Fiscal Year 2021-2022 PreNeed Fund #42012 Budget	
	11)	Review FY 2020-2021 Def Main Fund #42013 Budget as of May 31, 2021	Discussion
		a) Review FY 2020-2021 Deferred Maintenance Fund #42013 Budget Components b) Review FEMA & CalOES public assistance received and inter fund transfer to Fund #42010 c) Review accrued interest earned from Kern County Fund #42013	
A	12)	Review and Adopt Fiscal Year 2021-2022 Def Main Fund #42013 Budget	Action Required
		a) Review FY 2021-2022 Deferred Maintenance Fund #42013 Budget Projections b) Discuss any adjustments and or modifications to projected income and transfers for FY 2021-2022 Action: c) Adopt District's Fiscal Year 2021-2022 Deferred Maintenance Fund #42013 Budget	
	13)	Scope of Trustee's Compensation for attending this meeting	Information
		a) Stipend paid - allocation planned in fiscal year 2020-2021 budget for this special budget meeting	

NEXT REGULAR MEETING SCHEDULED: July 13, 2021 at 1:00 p.m.

A	14)	MOTION TO ADJOURN	Action Required
		Action: a) Adjourn Meeting	Time Meeting Adjourned: END PAGE #3