

**KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES MEETING**

**MEETING AGENDA**

**Regular Meeting  
Tuesday July 9<sup>th</sup> 2024 @ 1:00 PM**

**District Administrative Office  
8441 Burlando Road  
Wofford Heights, CA 93285 County of Kern**

**A. CALL TO ORDER**

**B. ROLL CALL OF THE BOARD**

**C. INVOCATION AND PLEDGE OF ALLEGIANCE**

**D. PUBLIC REQUESTS, COMMENTS OR 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!**

**E. CONSENT AGENDA:**

The following items are considered routine and non-controversial by District Staff. Consent items are ACTION items and they may be approved with one motion if no member of the Board or member of the public wishes to comment or ask questions. If comment or discussion is desired, the item will be removed from the Consent Agenda and approved separately.

**Backlog of Past Board Meeting Minutes:**

- 1. Regular Board Meeting Minutes – May 12<sup>th</sup>, 2020**
- 2. Special Board Meeting Minutes – June 18<sup>th</sup>, 2020**
- 3. Regular Board Meeting Minutes – July 14<sup>th</sup>, 2020**
- 4. Regular Board Meeting Minutes – August 4<sup>th</sup>, 2020**
- 5. Regular Board Meeting Minutes – September 8<sup>th</sup>, 2020**
- 6. Regular Board Meeting Minutes – November 19<sup>th</sup>, 2020**
- 7. Regular Board Meeting Minutes – January 12<sup>th</sup>, 2021**
- 8. Regular Board Meeting Minutes – February 10<sup>th</sup>, 2021**
- 9. Regular Board Meeting Minutes – March 9<sup>th</sup>, 2021**
- 10. Regular Board Meeting Minutes – May 11<sup>th</sup>, 2021**
- 11. Regular Board Meeting Minutes – June 1<sup>st</sup>, 2021**
- 12. Special Board Meeting Minutes – June 15<sup>th</sup>, 2021**
- 13. Regular Board Meeting Minutes – July 13<sup>th</sup>, 2021**
- 14. Regular Board Meeting Minutes – July 27<sup>th</sup>, 2021**
- 15. Regular Board Meeting Minutes – September 14<sup>th</sup>, 2021**
- 16. Regular Board Meeting Minutes – November 9<sup>th</sup>, 2021**

**Recent Board Meeting Minutes:**

1. Regular Board Meeting Minutes – June 11<sup>th</sup>, 2024
2. Special Board Meeting Minutes – June 17<sup>th</sup>, 2024
3. Special Board Meeting Minutes – June 21<sup>st</sup>, 2024

- F. MANAGER’S REPORT** *Information Only*  
- Orion Sanders, District Manager
- G. SECRETARY’S REPORT** *Information Only*  
- Tamela Ashlock, District Secretary
- H. MANAGER CONSULTANT’S REPORT** *Information Only*  
- Danny Brown, Consultant
- I. ADMINISTRATIVE UPDATE** *Information Only*  
- John Blythe, District Administrative Assistant
- J. FINANCIAL UPDATE TO BOARD** *Discussion*  
- David Bruner, Financial Accountant
- K. NEW BUSINESS**
1. Consider forming new Board Officers (Secretary and Treasurer) *Discussion*
  2. Consider Termination of Cemetery Software – Intera *Action*
  3. Revised Engagement Letter with Auditor Kevin Brejnak *Action*
  4. Authorize 2023-24 FYE Financial Transfers and Recoupments *Action*
- L. OLD BUSINESS:**
1. Fiscal Year Budget 2024-2025 *Action*
  2. Cemetery Software – Cemsites *Action*
- M. DIRECTORS COMMENTS OR REPORTS NOT APPEARING ON THE AGENDA**  
*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])*
- N. ADJOURNMENT**

Next Regular Board of Trustees Meeting: August 13<sup>th</sup>, 2024 @ 1:00 PM