

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

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

May 25th meeting split in half - Manager's report majority of first half & other business + budget next half

Reconvene May 25, 2023 Regular Meeting

05 June 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

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

NON-RESIDENT FEE WAIVED

Information

- 1) a) From December 2022 through May 2023 there were no non-resident fees waived
- b) From December 2022 through May 2023 there were fees charged for non-resident interments

RELEASE OF INTEREST & REFUND

Action Required

Action
Required
A

- 1) Release of Interest and Refund for Novell Malcolm
 - a) Release Single Casket Plot: Section I, Block 77, Lot A4
 - b) Total amount paid to date for plot is \$150.00
 - c) Reason: Mrs. Malcolm moved to the state of Nevada to live by eldest daughter and she remarried
 - d) Mrs. Malcolm (aka) Mrs. Tetrick's husband passed away and was interred in the Nevada national cemetery
 - e) It is the daughter's wish to place the cremation of Mrs. Tetrick with her husband at the national cemetery
 - f) Daughter in Las Vegas is making the request to release interest and receive the refund
 - g) There are two other daughters that live in the Kern River Valley
- Action: h) Upon proof of rights to release interest in plot authorize a full refund of \$150.00 as requested by daughter
- Action: i) Requests the administrative fee of \$125 that is usually deducted to process transfer transaction be waived
- Action: j) Original payment of \$50 was deposited into the General Fund #42010 (see receipt) - there is no transfer
- Action: k) Original payment of \$100 was deposited into the Endow Fund #42011 (see receipt) - there is no transfer

SECRETARY'S REPORT

- 1) Telephone Service Agreement Renewed
 - a) Land line telephone service agreement with Frontier renewed
 - b) Agreement in affect for two years - bill decreased by \$35 per month

Information

- 2) Southern California Edison
 - a) Contractor installed new electric pole that serves the office
 - b) District Mgr Kyt informed SCE that the electric pole is resting in a sink hole and is not stable
 - c) Contractor damaged asphalt driveway in front of office with their heavy equipment
 - d) Issue reported to Southern California Edison and claim filed

Information

- 3) Frontier Telephone Line Requires Service of a Frontier Technician
 - a) When SCE contractor installed new electric pole telephone line that serves District is not attached the pole
 - b) Mgr Kyt informed Frontier and a technician is scheduled to check and repair the line

Information

- 4) Thomas Refuse Service
 - a) Expansion of Eastern Kern Universal Collection Area
 - b) Residential properties will have a fee added to there property tax bill for solid waste collection services
 - c) Three container carts will be provided for each resident for waste, recycling, and greenery
 - d) It is uncertain at this time if the District will also be given three container carts
 - e) The impact to the Kern River Valley Cemetery District will be a price increase most likely in July

Information

SECRETARY'S REPORT *continued*

- 5) 2022 Sales Tax Return Information
 - a) Sales tax return processed and payment has been mailed
- 6) California Air Resources Board - Annual Reporting Information
 - a) Annual report processed: District's fleet is in compliance with In-Use Off-Road Diesel Fuel Fleet Regulations
- 7) Roster of Public Agencies Filings Information
 - a) California Secretary of State Trustee roster due March, 2023 (updates reported)
 - b) County of Kern Trustee rosters due March 31, 2023 (updates reported)
- 8) Statement of Economic Interest Form 700 Information
 - a) Annual Filing of Statements of Economic Interests due April 1, 2023
 - b) Statements delivered to Clerk of the Board on April 17, 2023
- 9) Golden State Risk Management Authority Information
 - a) Insurance Renewal for 2023-2024 submitted
 - b) Payroll Questionnaire for 2022-2023 submitted
 - c) Loss Prevention Subsidy Fund application submitted for CAPC conference subsidy; \$1,000 ck rec'd June 1st
- 10) Local Government Compensation 2022 Report Information
 - a) California State Controller Division of Accounting and Reporting
 - b) Local Government Compensation 2021 Report due April 30, 2023
 - c) Report was processed and submitted on April 30, 2023
- 11) FY 2021-2022 State Controller's Financial Transaction Report Information
 - a) California State Controller Division of Accounting and Reporting
 - b) Financial Transaction Report due January 31, 2023
 - c) Secretary to complete report with the assistance of CPA Robert Dennis
 - d) Letter received from the State Controller's Office - must finish report by July 23, 2023
 - e) Letter was faxed to CPA Bruner who has called the State Controller's Office

NEW BUSINESS

- 1) Grand Jury Special Districts Discussion
 - a) A committee of three from the Grand Jury Special Districts "tours" District on May 23, 2023
 - b) Committee met with Mgr Kyt and Secretary Kyt
 - c) Committee reports that there are no complaints against the District
 - d) Committee's four year term is ending and they are visiting as many special districts as they can
 - e) COVID delayed their tours over their four year term
 - f) Mgr Kyt shared with committee the water crisis of the District
 - g) Mgr Kyt shared with committee the 2017 FEMA public assistance activities of the District
 - h) Mgr Kyt took committee to the Historic Cemetery and showed them the slope stabilization issue
 - i) Discussion included the strategic plans of the District

Action
Required
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- 2) AltaOne Federal Credit Union Action Required
 - a) Discuss need to increase bank balance by \$5,000.00
 - b) Authorize increase of bank balance by \$5,000.00

Action:

BOARD MEMBER & STAFF REQUIRED TRAINING STATUS REPORT

- 1) Ethics AB 1234 Training - progress report Information
- a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Lee and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - Mar 8 d) Training assigned to: Secretary Kyt (certification expired February 21, 2022)
 - Sept 20 e) Training assigned to: Trustee Olivares (certification expired August 24, 2022)
 - Dec 19 f) Training assigned to: Trustee Montgomery (certification expired November 5, 2022)

- 2) Workplace Anti-Harassment Training AB 1825 - progress report Information
- a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Lee, Montgomery, and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - Mar 8 d) Training assigned to: Secretary Kyt (certification expired January 1, 2022)
 - Sept 20 e) Training assigned to: Trustee Olivares (certification expired August 21, 2022)

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- 1) Trustee Appointment Interest Information
- a) Upon the resignation of Trustee Blythe (01-10-23) one application has been submitted
 - b) Another applicant is interested but application has not been submitted

UNFINISHED BUSINESS

- 1) Future Agenda Items Information
- a) District Financial Reports and Audits: FY 2016-2017 to FY 2021-2022
 - b) Minutes: May 2020 to January 2023
 - c) Historic Cemetery Surveyor Services
 - d) CalPERS Contract & Future Liability
 - e) Veteran's Park Project
 - f) Scrap or Sell 1983 Ford Pick-Up

MANAGER'S REPORT

- 1) Water Delivery System #1 Discussion
- a) Updates: water production and watering cycles

- 2) Water Delivery System #2 Discussion
- a) Updates: grant denied - discuss next step

DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2022-2023 REVIEW

1)	Review Operations Fiscal Year 2022-2023 Budget as of Dec. 31, 2022	<i>Discussion</i>
<ul style="list-style-type: none"> a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Interest Income (transfers in): Investments with Stifel and County of Kern Funds c) Miscellaneous Income: Donations and Grants d) Transfers In: FEMA & CalOES project completion transfers from Fund #42013 e) Employee Compensation; Health and Retirement Benefits: review expenditures f) Operations & Maintenance Expense Distribution: review expenditures g) Operations & Maintenance Expenses: review professional services h) Operations & Maintenance Expenses: review changes to line item allocations i) Resale Materials and Inventory: review expenditures j) Contracts, Leases, Agreements & Interest Expenses; Contingency k) Capital Outlay: Structures - roof and siding repair and rain gutters l) Capital Outlay: parking lots asphalt m) Discuss adjustments and modifications to Fiscal Year 2022-2023 Operation's Budget of District n) Adjustment: part-time employees - minimum wage o) Adjustment: Secretary Kyt - wages earned decreased p) Modification: professional accounting services q) Other adjustments and/or modifications r) Review Fiscal Year 2023-2024 Baseline for Operation's Budget of the District s) Add to Budget: utility vehicle, software upgrade, additional personnel 		

Action Required A	Approve Fiscal Year 2023-2024 Baseline for District's Operation Budget	Action Required
2)	a) Discuss adjustments and or modifications to Fiscal Year 2023-2024 District's Baseline Operation Budget	

Action: b) Approve Fiscal Year 2023-2024 Baseline for District's Operation Budget

3)	Review FY 2022-2023 Budget for General Fund as of Dec. 31, 2022	<i>Discussion</i>
<ul style="list-style-type: none"> a) Review Fiscal Year 2022-2023 General Budget Components (Kern County Fund #42010) b) Review Fiscal Year 2023-2024 Baseline for General Fund #42010 Budget 		
4)	Review FY 2022-2023 Budget for Endowment Fund as of Dec. 31, 2022	<i>Discussion</i>
<ul style="list-style-type: none"> a) Review Fiscal Year 2022-2023 Endowment Budget Components (Kern County Fund #42011) b) Review Fiscal Year 2022-2023 Baseline for Endowment Fund #42011 Budget 		
5)	Review FY 2022-2023 Budget for Pre-Need Fund as of Dec. 31, 2022	<i>Discussion</i>
<ul style="list-style-type: none"> a) Review Fiscal Year 2022-2023 PreNeed Budget Components (Kern County Fund #42012) b) Review Fiscal Year 2023-2024 Baseline for PreNeed Fund #42012 Budget 		
6)	Review FY 2022-2023 Budget for Deferred Maint Fund as of Dec. 31, 2022	<i>Discussion</i>
<ul style="list-style-type: none"> a) Review Fiscal Year 2022-2023 Deferred Maintenance Budget Components (Kern County Fund #42013) b) Review Fiscal Year 2023-2024 Baseline for Deferred Maintenance Fund #42013 Budget 		

Action Required A	Approve Fiscal Year 2023-2024 Baseline for the Budgets of ALL Funds	Action Required
7)	a) Discuss adjustments and or modifications to Fiscal Year 2023-2024 Budgets of ALL Funds of the District	

Action: b) Approve Fiscal Year 2023-2024 Baseline for General Fund #42010 Budget

Action: c) Approve Fiscal Year 2023-2024 Baseline for Endowment Fund #42011 Budget

Action: d) Approve Fiscal Year 2023-2024 Baseline for PreNeed Fund #42012 Budget

Action: e) Approve Fiscal Year 2023-2024 Baseline for Deferred Maint. Fund #42013 Budget

