

# MEETING AGENDA

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

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

### Reconvene Regular Meeting of July 13, 2021

Tuesday, July 27, 2021  
1:00 P.M.

Chairperson: Harry Schutz

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)**

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: Blythe, Montgomery, Olivares, Schutz, Wenstrand

#### 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**

**SECRETARY'S REPORT**

- 1) Secretary Kyt Requests to Continue Modified Part-Time Schedule Discussion
  - a) Secretary resumed working part-time (20 hours per week) on November 9th
  - b) Secretary continues to be under medical care for injuries sustained in a car accident on July 7, 2020
  - c) Secretary requests to continue a modified work schedule (20 hours per week) until next meeting
  - d) Due to special admission into a medical care program Secretary needs more time to complete treatments
  
- 2) Fee Register Revisions Discussion
  - a) Secretary reports fee register for Rose Garden may need revisions to support all services available
  - b) Discuss client interment arrangements that would include two memorials in the Rose Garden
  - c) Secretary seeks advice as to how to provide service for clients who want two memorials

**DISTRICT MINUTES: progress report**

- 1) May 12, 2020 Regular Meeting Minutes Discussion
- 2) June 18, 2020 Special (Budget) Meeting Minutes
- 3) July 14, 2020 Convened Regular Meeting Minutes
- 4) August 4, 2020 Reconvened Regular Meeting Minutes
- 5) September 8, 2020 Regular Meeting Minutes
- 6) November 19, 2020 Regular Meeting Minutes
- 7) January 12, 2021 Convened Regular Meeting Minutes
- 8) February 10, 2021 Reconvened Regular Meeting Minutes
- 9) March 9, 2021 Regular Meeting Minutes
- 10) May 11, 2021 Convened Regular Meeting Minutes
- 11) June 1, 2021 Reconvened Regular Meeting Minutes
- 12) June 15, 2021 Special (Budget) Meeting Minutes

**Action  
Required**

**DISTRICT FINANCIAL REPORTS**

- 1) Approval (subject to audit) of April Financial Report Action Required
- 2) Approval (subject to audit) of May Financial Report

**MANAGER'S REPORT**

- 1) District Improvements Discussion
  - a) Rose Garden Improvement: arch and fence entrance installed
  - b) Rose Garden Improvement: solar lamp posts
  - c) Rose Garden Improvement: budget allocation needed to complete Rose Garden beautification project
  
- 2) District Improvements Discussion
  - a) Office Improvement: rearrangement of office furniture to accommodate workstation - progress report
  - b) Office Improvement: installation of workstation - progress report
  - c) Office Improvement: each workstation will have a computer assigned

**UNFINISHED BUSINESS - AUDITS**

- 1) Fiscal Year 2016-2017 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2018 and County is June 30, 2018
  - c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
  - d) Progress report by Secretary
  
- 2) Fiscal Year 2017-2018 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2019 and County is June 30, 2019
  - c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
  - d) Progress report by Secretary
  
- 3) Fiscal Year 2018-2019 Audit Information
  - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
  - b) Due dates for audit: State is January 31, 2020 and County is June 30, 2020
  - c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
  - d) Progress report by Secretary
  
- 4) Fiscal Year 2019-2020 Audit Information
  - a) RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020
  - b) Due dates for audit: State is January 31, 2021 and County is June 30, 2021
  - c) Secretary's average hours worked in FY 2019-2020 = 40 hours per week
  - d) Progress report by Secretary

**PROFESSIONAL ACCOUNTING SERVICES**

- 1) Professional Accounting Services Report Information
  - a) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work
  - b) CPA Bruner is knowledgeable about importing and exporting data using the Sage Peachtree software
  - c) CPA Bruner will be scheduled in July to begin the process of performing accounting services onsite
  - d) CPA Bruner believes that he will be able to complete the 2016-2017 reports for the audit in one to two days
  - e) CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
  - f) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the audit
  - g) Auditor Dennis may be able to perform the audit from a remote site after CPA Bruner completes the reports
  - h) After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports
  - i) CPA Bruner will determine how many fiscal years he can complete with each onsite visit
  - j) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed
  - >>> k) CPA Bruner has been scheduled to start financial reports FY 2016-2017 mid month in August

**DISTRICT POLICIES AND PROCEDURES HANDBOOK**

- 1) Policy Research: Kern County Employee Policy & CSDA Policy Handbook Discussion
  - Jan 2020 a) CSDA offers Sample Policy Handbook at a cost of \$225.
  - Jan 2020 b) By purchasing this sample policy handbook it may save a great amount of policy research time
  - Jan 2020 c) To purchase the Special District's Sample Policy Handbook OR not to purchase the sample handbook
  - Mar 2020 d) Report: copy of "table of contents" from CSDA requested - Sec Kyt was not able to review it at conference
  - May 2020 e) Add topic to the agenda of the 2020-2021 District Budget for decision to purchase for policy review process
  - Jun 2020 f) Topic was to be added to 2020-2021 District Budget for decision to purchase CSDA Policy Handbook missed
  - Jul 2020 g) Topic dropped off the agenda when the Secretary went on a leave of absence due to automobile accident
  - >>> h) Discuss budget allocation to purchase the CSDA Policy Handbook
  - >>> i) Discuss Kern County Employee Policy research

Action Required <b>A</b>	<b><u>BUDGET 2021-2022 REVISIONS</u></b>	<b><u>Action Required</u></b>
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- 1) Review District Operations' Budget Fiscal Year 2021-2022 Budget
- a) Budget allocation for Rose Garden & cemetery beautification projects
  - b) Budget allocation to purchase the CSDA Policy Handbook
- Action: c) Approve District Operations' 2021-2022 Budget allocation revisions

**BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS**

- 1) Ethics AB 1234 Training - progress report Information
- a) Training may be completed at [www.targetolutions.com/kernrivercd](http://www.targetolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Montgomery, Olivares, and Schustz
  - c) Training assigned to: Wenstrand
- 2) Workplace Anti-Harassment Training AB 1825 - progress report Information
- a) Training may be completed at [www.targetolutions.com/kernrivercd](http://www.targetolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Montgomery, Olivares, and Schustz
  - c) Training assigned to: Wenstrand

**DISTRICT STRATEGIC MASTER PLAN**

- 1) Planning Process to Develop Strategic Master Plan of District Discussion
- Timelines
- 2022 - 2027 b) Infrastructure: driveway maintenance - asphalt
  - 2025 - 2035 c) Infrastructure: water delivery system #2
  - 2025 - 2035 d) Infrastructure: irrigation system to support expansion
  - 2022 - 2027 e) Infrastructure: solar lighting
  - 2022 - 2042 f) Infrastructure: trees, landscape, rest areas
  - 2022 - 2032 g) Expansion: development of new sections for casket and cremation interments
  - 2021 - 2023 h) Expansion: green burial garden for cremation that will not have memorial markers (Section F)
  - 2022 - 2032 i) Equipment: life expectancy
  - 2022 - 2027 j) Software: cemetery management software upgrades that may link to cell phones to locate graves by GPS
  - 2022 - 2032 k) Technology: upgrades that may include kiosks
  - 2022 - 2027 l) Security and Surveillance: upgrades
  - 2022 - 2027 m) District policies, procedures, programs and practices
  - 2021 - 2023 n) The future of the District's organization structure - employee roles and responsibilities
  - o) Identify other areas of importance or goals of the strategic master plan
  - p) Identify items listed that are to be added to the next agenda that planning to accomplish can commence
  - q) Review timeline for each item to determine goals are reasonable

- 1) **VETERAN'S PARK** Discussion
- a) Create a community attraction that serves as Veteran's Park (Section IV) with outdoor amphitheater
  - b) Manager Kyt and Secretary Kyt met with Assemblyman Devon Mathis on April 22, 2017
  - c) Mgr Kyt and Secretary Kyt met with Architect Larry Lewis (May 3, 2017) referred by Assemblyman Mathis
  - d) Park will serve as new location for District Memorial Day and Veteran's Day services
  - e) Other uses for park such as community events
  - f) Project Funding: community outreach; grant research; rent outdoor amphitheater for events
  - g) Other input and or discussion

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**ADD ITEMS FOR FUTURE AGENDAS**

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**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 Blythe
- 2) Trustee Montgomery
- 3) Trustee Olivares
- 4) Trustee Schustz
- 5) Trustee Wenstrand

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

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

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- 2) **NEXT REGULAR MEETING:**  
Scheduled: September 14, 2021 at 1:00 p.m.

Information

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| <b>A</b> | 3) <b><u>MOTION TO ADJOURN:</u></b> <i>time meeting adjourned</i> |
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Action: a) Action to close

Action Required

**END PAGE #5**