

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Tuesday, September 10, 2019

1:00 P.M.

Vice-President - Acting Chairperson: Oral Atchison
Trustees: John Blythe, Steve Lott, Harry Schustz, Gerald Wenstrand

District Manager: Randy Kyt
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.

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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: Atchison, Blythe, Lott, Schustz, Wenstrand
Trustee Harry Schustz was sworn in on August 21, 2019 by a notary

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!**

CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

DISTRICT MINUTES

- | | | | |
|----|----|--|-----------------------|
| CA | 1) | Approval of July 9, 2019 Regular Meeting Minutes | <i>Consent Agenda</i> |
| CA | 2) | Approval (subject to audit) of June Financial Report | <i>Consent Agenda</i> |
| CA | 3) | Approval (subject to audit) of July Financial Report | <i>Consent Agenda</i> |

NON-RESIDENT FEES WAIVED

- | | | | |
|----|----|--|-----------------------|
| CA | 4) | Request received to waive non-resident fee: Interment of Laura Wigent
a) Casket interment [Section III-B, Block 306, Lot D13]
b) Ms. Wigent moved away due to medical reasons in 2007
c) Ms. Wigent was a resident of the valley for 23 years | <i>Consent Agenda</i> |
|----|----|--|-----------------------|

DISINTER, RELEASE OF INTEREST & RELOCATE PLOT

- | | | | |
|----|----|--|-----------------------|
| CA | 5) | Consent to Disinter, release interest and relocate Johnnie Holt
a) FROM: Section Historic Cemetery, Block 104, Cremation Interment Lot B8(a)
b) TO: Section Historic Cemetery, Block 102, Cremation Interment Lot A1(a) | <i>Consent Agenda</i> |
| CA | 6) | Consent to Disinter, release interest and relocate: Wanda Nottingham
a) FROM: Section Historic Cemetery, Block 104, Cremation Interment Lot B8(b)
b) TO: Section Historic Cemetery, Block 102, Cremation Interment Lot A1(b) | <i>Consent Agenda</i> |

APPROVAL OF THE CONSENT AGENDA

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| Action Required
A | 1) | All items listed with a "CA" are considered to be routine and approved by one motion unless an item is pulled. Each pulled item will be heard in open session in number sequence order after approval of consent agenda. Action on each item pulled will be taken after discussion of the item pulled. | <u>Action Required</u> |
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RELEASE OF INTEREST, REFUND & TRANSFER PLOT

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|-----------------------------|----|---|-------------------------------|
| Action Required
A | 1) | Release of Interest in Plot, Refund & Transfer: Glynis Myers
a) FROM: Section III-B, Block 306, Traditional Single Lot B5
b) TO: Section III-B, Block 306, Traditional Single Lot B6(b)
c) Reason: arrangements changed from traditional to cremation placed at heart of husband
d) Refund: to be made payable to trustee and son William Myers Jr in the amount of \$40
Action: e) Transfer: from County PreNeed Fund #42012 (\$40.00) to County General Fund #42010 | <u>Action Required</u> |
|-----------------------------|----|---|-------------------------------|

RELEASE OF INTEREST & REFUND

- | | | | |
|-----------------------------|----|--|-------------------------------|
| Action Required
A | 1) | Release of Interest: Steve Goodman
a) FROM: Section III-B, Block 336, Traditional Single Lot C9
b) Reason: family hardship
c) Refund requested: the full amount paid less administrative costs & processing fee
Action: d) Transfer: from County Endowment Fund #42011 (\$850.00) to County General Fund #42010 | <u>Action Required</u> |
|-----------------------------|----|--|-------------------------------|

MANAGER'S REPORT

- 1) Department of Human Services - CalWORKS and KHSD Programs *Information*
 - a) CalWORKS participants assigned for training work part-time and receive minimum wage
 - b) One participant assigned by CalWORKS for training as a groundskeeper ended August 31st
 - c) New participant assigned by CalWORKS for training as a groundskeeper starts in October
 - d) KHSD participants assigned for training work six months only and receive full-time pay
 - e) One participant assigned by KHSD for training as groundskeepers assignment ended July 31st
 - f) One participant assigned by KHSD for training as groundskeepers assignment ends September 30th
- 2) Veteran's Day Service *Information*
 - a) Guest Speaker Ideas: Request Supervisor McGleason or veterans from community
 - b) Scheduled for 11:00 a.m. on Monday November 11th
 - c) Regular program and participants expected

BID PROPOSAL PROCESS COMPLETED & HAULER AWARDED CONTRACT

- 1) Bid Proposal Requests Completed: Hauling *Information*
 - a) Requested bid proposals from five hauling contractors
 - b) Received two bids from contractors to haul 20 loads of free dirt and 10 loads of free rock
 - c) Bid proposal amended: insurance requirement adjusted and C-12 license accepted
 - d) Lowest responsible bid received and Mgr Kyt accepts proposal and awards contract
 - e) Mgr Kyt awards contract to Connor Construction who bid \$2,500
 - f) Contract service cost over runs occurred in the amount of \$200
 - Sept. 2019 >>> g) Hauler brought 24 loads of dirt to the Historic Cemetery and 1 load of rock (July 2019)
 - Sept. 2019 >>> h) Hauler brought 1 load of dirt and 6 loads of rock to Section IV (August 2019)

2017 DISASTER STORM (FEMA DR-4305) RECOVERY PROCESS - UPDATE TIME EXTENSION

- Request of CalOES to Extend the Time Extension Approved *Information*
 - Apr 2019 >>> a) Letter sent to CalOES requesting an extension of time to complete Category G projects
 - Apr 2019 >>> b) Stated in letter that projects are expected to be completed by the 15th of September
 - May 2019 >>> c) Response to time extension request received: CalOES approved an extension date of September 15, 2019
 - July 2019 >>> d) Authorize Mgr Kyt to request an extension of time if needed to complete asphalt project
 - Sept. 2019 >>> e) CalOES grants an extension of time with a deadline of September 15, 2020

Action Required
A

BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

- | | | | |
|-----------|-----|--|-------------------------------|
| | | 1) Sealed Bid Proposal Requests Incomplete: Asphalt | <u><i>Action Required</i></u> |
| July 2019 | >>> | a) No sealed bid proposals were received by the deadline from ten asphalt contractors submitted the project | |
| July 2019 | >>> | b) Contractors indicated that the deadline date to complete the asphalt work & job cost limits were a factor | |
| July 2019 | >>> | c) Job cost limits were based on an original estimate received | |
| July 2019 | >>> | d) Next step of the process will be to start process over by obtaining estimates from the contractors | |
| July 2019 | >>> | e) Mgr Kyt will report an average project cost after estimates have been received | |
| July 2019 | >>> | f) Discuss revisions to the capital outlay of the FY 2019-2020 Budget to cover cost of project | |
| Sept 2019 | >>> | g) Mgr Kyt obtains estimates from contractors and submits average project cost to revise budget | |
| Sept 2019 | >>> | h) Mgr Kyt reports that asphalt contractors each share their concept as to the best way to correct the grade | |
| Sept 2019 | >>> | i) Mgr Kyt reports that asphalt contractors each share their concept as to the best way to divert water | |
| | | Action: j) Determine the modifications to the asphalt project costs can be afforded by the District | |
| | | Action: k) Revise the capital outlay of the General Fund for FY 2019-2020 Budget based on project estimates average | |
| | | Action: l) Authorize Mgr Kyt to develop project bid packets and obtain sealed proposals to be opened at next meeting | |

BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

- 1) Asphalt project to be separated from FEMA and CalOES obligation *Information*
 - a) Contractor awarded contract must bill separately the FEMA and CalOES obligation parts of the project

- b) Bid proposal requests must stipulate that billing is to be separate when presented to District
- c) Schedule review of FEMA & CalOES Funding for FY 2019-2020 Budget at next regular meeting

2017 DISASTER STORM (FEMA DR-4305) RECOVERY PROCESS PROGRESS REPORT

- 1) Update Schedule to Complete Approved Scope of Work *Discussion*
- a) Mgr Kyt's schedule to complete the scope of work for Historic Cemetery: August 31st
 - ~ Mgr Kyt's progress report
 - ~ Kern Valley Sun publishes article about work in progress at the Historic Cemetery
 - ~ Kern Valley Sun writer recommends the District have a "Grand Opening" when project is complete
 - b) Mgr Kyt's schedule to complete the scope of work for Section IV: August 31st
 - ~ Mgr Kyt's progress report
 - c) Mgr Kyt's schedule to complete the scope of work for driveway to well and solar: August 31st
 - ~ Mgr Kyt's progress report
 - d) Schedule to complete transition driveway asphalt project including installation of water collection bed
 - ~ Schedule to be determined after sealed bid proposals have been received and opened
 - ~ Mgr Kyt's progress report

KERN COUNTY'S LOCAL DISASTER PROCLAMATION

- 1) Ridgecrest Earthquake: July 4th (M 6.4) and July 5th (M 7.1) *Discussion*
- July 2019 >>> a) Email received from Kern County Fire Dept Office of Emergency Services Administrative Coordinator
 - July 2019 >>> b) Kern County requests initial damage estimates pertaining to the effects of the Ridgecrest Earthquake
 - July 2019 >>> c) Manager's initial damage report of District condition after earthquake
 - July 2019 >>> d) Determine response to Kern County Fire Dept Office of Emergency Services Administrative Coordinator
 - Sept. 2019 >>> e) Email sent to CalOES Administrative Coordinator Wendy Benson indicating no significant damage to report

HISTORIC CEMETERY PROJECTS

- 1) Update from National Sequoia Forest Archaeologists *Discussion*
- Nov 2018 a) Southern California Edison (SCE) ground disturbance due to installing electric poles (June & September 2018)
 - Nov 2018 b) Kick off meeting (October 22, 2018) attended by Chairperson Sloan-Thurman and District Staff
 - Nov 2018 c) Archaeologists collect evidence (October 22, 2018 to October 26, 2018)
 - Nov 2018 d) Report to be generated by SWCA Environmental Consultants hired by SCE
 - Nov 2018 e) Restoration of affected area evaluation process performed by Sequoia National Forest and SCE
 - Nov 2018 f) National Register of Historic Places - determination process of eligibility
 - Nov 2018 g) Review the Record of Survey information provided by Surveyor Loryne Schamber
 - Nov 2018 h) Water diversion planning to prevent erosion damage of land and slopes when dam is full to capacity
 - Nov 2018 i) Discovery: full lake water encroachment of District boundaries
 - Nov 2018 j) Sequoia National Forest Archaeologists William MacNeill and Tim Kelly give situation assessment presentation
 - Nov 2018 k) KRVCD Trustees and management additional subject matter inquiry - information obtained
 - Dec 2018 l) SCE installed erosion barriers around base of telephone poles
 - Jan 2019 m) Emails sent to SCE-SWCA and National Sequoia Forest for update on report
 - Mar 2019 n) Email received from Archaeologist MacNeill - waiting for SWCA to submit final draft
 - May 2019 o) Mgr Kyt spoke with Archaeologist MacNeill - waiting for SWCA to submit revised draft
 - Discussion >>> p) Update by Archaeologist MacNeill
- 2) Historic Cemetery Sale of Plots and Interment Activity *Information*
- Nov 2018 a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees
 - Sept. 2019 b) One interment performed from November 13, 2018 to present: Cremation - Elizabeth Waldrop
 - Sept. 2019 c) To date only one person wants to make cremation interment pre-need arrangements

HISTORIC CEMETERY PROJECTS *continued*

- 3) Survey Services for Historic Cemetery *Discussion*
- Nov 2018 a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008
- Nov 2018 b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping
- Nov 2018 c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet
- Nov 2018 d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey
- Nov 2018 e) Historic cemetery plots sizes are not uniform and block markers are ineffective
- Nov 2018 f) Paddle markers placed by the movie industry when western films were filmed were never identified
- Nov 2018 g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed
- Nov 2018 h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues
- Nov 2018 i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review
- Nov 2018 j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves
- Nov 2018 k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services
- Nov 2018 l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18)
- Jan 2019 m) Grid survey map prepared by surveyor would prove helpful to staff
- Mar 2019 n) Surveyor Schamber scheduled to perform Historic Cemetery survey with ground penetrating radar equipment
- Mar 2019 o) Other work performed by Surveyor Schamber
- May 2019 p) Surveyor Schamber and team scheduled for the weekend of June 1st
- June 2019 q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st
- July 2019 r) Mgr Kyt reports that Surveyor Schamber is waiting for report from drone operator
- July 2019 s) Mgr Kyt reports that ground penetrating radar will be performed by Surveyor Schamber & team in August
- Sept. 2019 >>> t) Mgr Kyt's progress report

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- 1) Ethics AB 1234 Training - progress report *Information*
- a) Training may be completed at www.targetsolutions.com/kernrivercd
- b) Certification is current for Trustees: Blythe, Wenstrand and Mgr Kyt
- c) Training assigned to: Atchison, Lott, and Schustz
- 2) New Trustee Appointment Notifications Submitted *Information*
- a) Insurance Carrier - Golden State Risk Management Authority
- b) Investment Officer Sandra Wheeler - Wells Fargo Advisors
- c) California Association of Public Cemeteries
- d) California Association of Special Districts
- 3) Statement of Economic Interest Form 700 *Information*
- a) Trustee Schustz submits assuming office 700 statement - forwarded to Kern County
- 4) Roster of Public Agencies Filings Updated: Report of Appointment *Information*
- a) California Secretary of State Trustee roster updated: reported appointment of Trustee Schustz
- b) County of Kern Trustee rosters updated: reported appointment of Trustee Schustz
- 5) California Special Districts Association *Information*
- a) CSDA provides Trustees with their publication "Special District Board Member Handbooks (2019)"

BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS

- 1) AltaOne Federal Credit Union - Account Signature Cards *Discussion*
- a) Update needed for account authorization for current Board Members and Mgr Kyt for both bank accounts
- 2) Kern County - Processing Systems Signature Cards *Discussion*
- b) Sec Kyt prepares signature card for Trustee Schustz & updates Sec Kyt's card to include Fund #42013

UNFINISHED BUSINESS

- 1) Fiscal Year 2016-2017 Audit *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2018
 - c) Secretary's average hours worked in FY 2015-2016 = 25 hours per week
 - d) Progress report by Secretary

- 2) Fiscal Year 2017-2018 Audit *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2019
 - c) Secretary's average hours worked in FY 2015-2016 = 30 hours per week
 - d) Progress report by Secretary

- 3) Fiscal Year 2018-2019 Audit *Discussion*
 - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
 - b) Due date for audit - June 30, 2020
 - c) Secretary's average hours worked in FY 2015-2016 = 40 hours per week
 - d) Progress report by Secretary

- 4) District Web Site *Discussion*
 - >>> a) Website requirements discussed at the July regular meeting
 - July 2019 >>> b) Expense to develop website has not been budgeted in FY 2019-2020
 - July 2019 >>> c) Passing a resolution to postpone developing website until after requirements are met was not considered
 - July 2019 >>> d) District awarded Special District Leadership Foundation scholarship to develop website on August 20th
 - e) Website development costs are covered 100% and monthly fee is paid for 18 months
 - f) District has three months from award of scholarship to "go live" with the website

Action Required
A

- 5) District Manager's Evaluation *Discussion*
 - a) Forms obtained from California Public Cemetery District's main office were included Trustee packets
 - b) Once form has been selected then a closed session will be scheduled
 - Action:** c) Selection of evaluation form
 - Action:** d) Scheduling of closed session for evaluation

- 6) Cemetery Record Management Software - Intera *Information*
 - July 2019 a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date
 - July 2019 b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004
 - July 2019 c) Secretary reports that correcting original data entry errors is time consuming and is done when found
 - July 2019 d) To correct the record management software data entry of individual records would be a huge undertaking
 - July 2019 e) No resources in record management software to generate any data entry reports or accounting reports
 - July 2019 f) Upgrading Intera record management software has never been done; software technology has advanced
 - July 2019 g) If a decision is made to upgrade the record management software it would be managed online (in the cloud)
 - July 2019 h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected
 - July 2019 i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand?
 - July 2019 j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software
 - July 2019 k) Duplication of receipting is happening with the current record management of death records causing backlog
 - July 2019 l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages
 - July 2019 m) Other cemetery software is available that may be more affordable and may not demand an annual fee
 - July 2019 n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it
 - Sept. 2019 >>> o) Progress report: research software upgrade

NEW BUSINESS

- 1) Grand Jury 2019-2020 Survey *Discussion*
 - a) Survey received from the Grand Jury seated for FY 2019-2020
 - b) Survey response was submitted by Secretary Kyt on August 1st
 - c) Review Secretary's response survey questions

NEW BUSINESS *continued:*

- 2) Golden State Risk Management Authority Insurance Renewal *Information*
 - a) Annual payroll report due August 31st has been completed
 - b) Fiscal Year 2019-2020 renewal questionnaire due September 13th
 - c) Crime and fraud exposure data report due September 13th
 - d) Discuss the legal procedure to change insurance carriers

- 3) Kern County Data Security Incident Report *Information*
 - a) August 5th Kern County informs the District that there was a potential security incident
 - b) August 28th notified that Clinix and their cyber security team informed Kern County there was no breach
 - c) Area of breach was health benefits

- 4) CAPC Annual Education Seminar *Information*
 - a) Scheduled October 11, 2019 in Ventura (registration fee \$159.00 per person)
 - b) Staff will not be attending the seminar

- 5) CSDA Annual Board Secretary/Clerk Education Seminar *Information*
 - a) Scheduled November 12, 2019 in Monterey (registration fee \$575.00 per person)
 - b) Secretary Kyt finds education subject matter offered extremely beneficial
 - c) Schedule conflict - next board meeting is on November 12th

- 6) District Lawn and Well Maintenance *Discussion*
 - a) Wind and drought has caused low levels of water supply needed to keep lawn alive

- 7) Annual Review of Cemetery Fees Charged for Services **Action Required**
 - a) Review CAPC worksheet pertaining to average costs of other special district fee registers
 - b) Consider Manager's recommendations for price increases & percentages
 - c) Consider Board Member's recommendations for price increases & percentages

Action: d) Adopt revisions to District Fee Register effective October 1st

**Action
 Required
 A**

7)

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ADD ITEMS FOR FUTURE AGENDAS

<<<<

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 Atchison
- 2) Trustee Blythe
- 3) Trustee Lott
- 4) Trustee Schustz
- 5) Trustee Wenstrand

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

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

NEXT REGULAR MEETING:

Scheduled: November 12, 2019 at 1:00 p.m.

**Action
 Required
 A**

1)

MOTION TO ADJOURN

- a) Time meeting closed

Action Required