

# MEETING AGENDA

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

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

### Special Meeting

*There was no meeting for the September 12th regular meeting due to quorum issues; we were unable to reschedule due to schedule conflicts & COVID*

*November 14th regular meeting was convened and was to reconvene the 20th of December*

*The meeting on the 20th of December to reconvene the November 14th meeting was canceled; it was rescheduled for the 3rd of January 2024*

*There was no meeting for the January 9th regular meeting due to quorum issues; a meeting was rescheduled for January 16th*

*There was no meeting for the January 16th due to quorum issues; a special meeting was scheduled for today*

**Wednesday, January 24, 2024**

1:00 P.M.

Chairperson: Harry Schustz

Trustees: Peggy Agapiou, Esteban Olivares, Michael Ryan (*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: Agapiou, Olivares, Ryan, 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**

**DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION**

<b>Action Required</b>	<b>A</b>	<b>1)</b>	Chairperson/President	<b><u>Action Required</u></b>
<b>A</b>	<b>2)</b>		Vice Chairperson/Vice President	<b><u>Action Required</u></b>

<b>Action Required</b>	<b>A</b>	<b>1)</b>	<b><u>UNFINISHED BUSINESS</u></b>	
<b>A</b>	<b>1)</b>		<b><u>INDEPENDENT AUDITOR REPLACEMENT NEEDED</u></b>	<b><u>Action Required</u></b>

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| 2024<br>↓<br>↓<br>Action:<br>2024<br>↓<br>2024<br>↓<br>↓<br>↓ | Jan 3<br>↓<br>↓<br>Tabled<br>Jan 3<br>↓<br>Jan 24<br>↓<br>↓<br>↓<br>Action: | a) Report: Independent Auditor is no longer available to assist District with Audits<br>b) Staff request for proposals extended to multiple independent auditors; report response from auditors<br>c) Letter from Kern County Auditor Controller and response taken by staff<br>d) Review proposals received and select an independent auditor<br>e) Trustees instruct staff to inquire with Kern County: should county should move forward with district's audits<br>f) Trustees request input from county on the selection of an independent auditor<br>g) Email received on January 4th from Joseph Yani of the Kern County Auditor Controller's Office<br>h) Mgr Kyt recommends that the District move forward with the selection of independent auditor<br>i) Review tabled proposals received and discuss selection of independent auditor<br>j) Select independent auditor |
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<b>A</b>	<b>2)</b>		<b><u>CPA PROFESSIONAL ACCOUNTING SERVICES</u></b>	<b><u>Action Required</u></b>
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| 2024<br>↓<br>↓<br>↓ | Jan 24<br>Action:<br>↓<br>↓<br>Action: | a) Discuss continuing with the accounting services of CPA David Bruner for FYE 2017 through FYE 2024<br>c) Approve the continued accounting services of David Bruner for FYE 2017 through FYE 2024<br>b) Discuss CPA Bruner's assistance with the State Controller's Report due January 31, 2024<br>d) Authorize and approve CPA Bruner's assistance with the State Controller's Report due January 31, 2024 |
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<b>Action Required</b>	<b>A</b>	<b>1)</b>	<b><u>TRUSTEE COMPENSATION</u></b>	<b><u>Action Required</u></b>
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| 2024<br>↓ | Jan 24<br>Action:<br>↓ | a) Budget: stipend for this meeting would not cause a deficient in the FY 2023-2024 budget<br>b) Stipend to be paid or not to be paid |
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<b>Action Required</b>	<b>A</b>	<b>1)</b>	<b><u>NEXT REGULAR MEETING:</u></b>	<b><u>Action Required</u></b>
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| ↓ | Action: | a) Scheduled: March 12, 2024 at 1:00 p.m. |
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<b>A</b>	<b>2)</b>		<b><u>MOTION TO ADJOURN:</u></b> <i>time meeting adjourned</i>	<b><u>Action Required</u></b>
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| Action: | a) Adjourn Meeting |
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