

Kern River Valley Public Cemetery District  
Minutes of the Regular Board of Trustees Meeting – Thursday, November 19<sup>th</sup>, 2020 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
Thursday November 19<sup>th</sup>, 2020 @ 1:00 PM  
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: John Blythe, Chairperson/President, Board of Trustees  
Mark Montgomery, Member, Board of Trustees  
Esteban Olivares, Member, Board of Trustees  
Harry Schustz, Member, Board of Trustees  
Gerald Wenstrand, Member, Board of Trustees \* (*via phone*)  
Randy Kyt, District Manager  
Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Blythe at 1:07 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (5 Trustees Present)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: Carol Wenstrand was in attendance at home in the background with her husband, Trustee Wenstrand as he was calling in after recovering from knee surgery.
- E. CONSENT AGENDA:
  - 1. Request received to wave non-resident fee: Donald D. Nestor Sr.

Motion was made by Trustee Wenstrand to accept consent agenda; second by Trustee Schustz and passed.

- F. DISTRICT MINUTES & FINANCIAL REPORTS: Laura Kyt, Secretary
  - 1. Approval of May 12, 2020 Regular Meeting Minutes
  - 2. Approval of June 18, 2020 Special Meeting Minutes (Budget)
  - 3. Approval of July 14, 2020 Convened Regular Meeting Minutes
  - 4. Approval of August 4, 2020 Reconvened Regular Meeting Minutes
  - 5. Approval of September 8, 2020 Regular Meeting Minutes
  - 6. Approval (subject to audit) of March Financial Report
  - 7. Approval (subject to audit) of April Financial Report
  - 8. Approval (subject to audit) of May Financial Report
  - 9. Approval (subject to audit) of June Financial Report
  - 10. Approval (subject to audit) of July Financial Report
  - 11. Approval (subject to audit) of August Financial Report
  - 12. Approval (subject to audit) of September Financial Report

Secretary Kyt reports that the District’s board meeting minutes and financial reports are incomplete.

- G. SECRETARY’S REPORT: Laura Kyt, Secretary  
Secretary Kyt reports that she has returned work part time. She sustained serious injuries in automobile accident on July 7<sup>th</sup>. She has been under the care of a primary care physician, neurosurgeon and an orthopedic surgeon. She retains the knowledge of the positions of both “Clerk of the Board” and “District Secretary”. Board granted her personal leave of absence to

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complete recovery process. Secretary Kyt requests modified work hours of 20 hours per week until January 12<sup>th</sup> and prefers to return to work full time immediately but does not want to risk a set-back. Secretary Kyt as resumed working part time on November 9<sup>th</sup> to prepare for this board meeting and requests discussion at the January 2021 board meeting to discuss the backlog and the need to hire assistance or an accountant.

H. MANAGER’S REPORT:

Randy Kyt, District Manager

1. CalPERS Amend Contract: Manager Kyt presented to board an email received from CalPERS regarding the basic eligibility requirements for full time employees and part time/independent contractors. No benefits if employment is full time but less than or equal to a 6 month tenure. No benefits if position is less than 1000 hours in a fiscal year.
2. Public Safety Risk: Access to Cemetery Property from Burlando Road: Letter prepared by District was sent to Board of Supervisors and Public Works Department for review. Burlando Road now had a double yellow line making it no legal to pass slower traffic in front of the cemetery. No signs have been posted nor a reduction to the speed limit however.
3. Desert Memorial Park Cemetery – Ridgecrest: Manager Kyt contacted LAFCO and discussed the annexation process with LAFCO executive director Blair Knox and voting in a new tax appropriation. Process may be very expensive; the Board needs to review expenses the District will incur with the responsibilities of serving the Ridgecrest community. Manager Kyt plans to visit the Cemetery for an onsite inspection if the Board deems it necessary. Chairperson Blythe would like to schedule a trip to Ridgecrest and check it out. Trustee Olivares would like to look at the financials more in depth. Trustee Wenstrand shares concerns it might be leery of annexation because it is a private cemetery and not a district.
4. Veterans Day Event: Event was not held this year due to the pandemic. Manager Kyt reports that he and volunteers practiced social distancing while placing flags on Veterans graves. Camp Owens, 4-H and VFW participated. Trustee Wenstrand briefly discussed Wreaths Across America.
5. Historic Cemetery Activities: No internment activities or plot purchase requests to date.
6. Survey Services for Historic Cemetery: Manager Kyt reported that he contacted Surveyor Schamber regarding Grid Map and overlay, flow of water.

I. BOARD MEMBER TERMS EXPIRED AND REAPPOINTMENTS CONFIRMED

1. Trustee Blythe was reappointed and term will expire on November 27, 2024
2. Trustee Schustz was reappointed and term will expire on November 27, 2024

J. EMPLOYEE NOTIFICATIONS AND REPORTS:

1. Ethics AB 1234: Current for Manager Kyt and Secretary Kyt
2. Workplace Anti-Harassment Training AB 1825: Current for Manager Kyt and Secretary Kyt

K. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. Ethics AB 1234: Current for Trustees Blythe, Montgomery, Olivares, Schustz and Wenstrand.
2. Workplace Anti-Harassment Training AB 1825: Training is current for Trustees Blythe Olivares, Schustz and Wenstrand. Assigned to Trustee Montgomery

L. UNFINISHED BUSINESS:

1. Fiscal Year 2016-2017 Audit: Auditor is confirmed for this fiscal year. District has budgeted \$4250 + mileage. Due dates for audit with the State was January 31, 2018 and County is June 30, 2018. Secretary Kyt’s hours worked is 25 hours per week.

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2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for this fiscal year. District has budgeted \$4250 + mileage. Due dates for audit with the State was January 31, 2019 and County is June 30, 2019. Secretary Kyt's hours worked is 30 hours per week.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for this fiscal year. District has budgeted \$4250 + mileage. Due dates for audit with the State was January 31, 2020 and County is June 30, 2020. Secretary Kyt's hours worked is 40 hours per week.
4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020. Due dates for audit is January 31, 2021 for the State and June 30 2021 for the County. Secretary Kyt's average hours is 40 per week for the FY 2019-20.

M. NEW BUSINESS:

1. Bronze Memorial for the Rose Garden: "Life is Eternal" Bronze Plaque: Manager Kyt reports that Fund 42010 capital outlay is revised for the Rose Garden "Life is Eternal" Bronze Memorial and the budget increased from \$7,000 to \$7574. Manager Kyt requested a discount from the account manager at Matthew's Cemetery Products. The price was reduced to \$6,826 and is being proceed. The purpose of the memorial is to hold 136 scrolls to memorialize cremations scattered in the Rose Garden. Final Cost of Memorial with tax and shipping is \$7,046.
2. 2017 Disaster Storm (FEMA DR-4305): Report to FEMA to being close out process was submitted on September 15<sup>th</sup>. Information regarding timeline the work was completed has been submitted. Final close out report that was to be presented at this board meeting is still in process.

N. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Chairperson Blythe: Suffered from covid-19 in September. Thanked everyone for their prayers. He was also recently re-elected to the Kern Valley Healthcare District board. His work in the film industry has picked up in L.A. but will continue to serve however he would like to relinquish his position as Chairman/President of the board when the board meeting takes place in January, 2021. He also wished everyone a Happy Thanksgiving and Merry Christmas.

Trustee Montgomery: Would like to see an Automative Water Delivery System added to a future agenda.

Trustee Olivares: Would like to see video surveillance added to a future agenda. Appreciates how great the cemetery is looking and expresses appreciation.

Trustee Schustz: Would like to the Ridgecrest Cemetery annexation opportunity added to the agenda. He shares concerns.

Trustee Wenstrand: Wished everyone a Happy Thanksgiving.

O. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Iron magnesium is a problem that should be addressed. Wished everyone a Happy holidays.

Secretary Kyt: Wished everyone Happy holidays and Thanksgiving.

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NEXT REGULARLY SCHEDULED MEETING: Tuesday January 12<sup>th</sup>, 2021 at 1:00 PM

- P. MOTION TO ADJOURN: Trustee Montgomery moved to adjourn the meeting at 2:05PM and was seconded by Trustee Schustz and passed.

Respectfully submitted by  
*John Blythe*

John Blythe  
Clerk Specialist/Administrative Assistant

*\*Trustee Wenstrand attend via phone from his home due to knee surgery*

*(These minutes were officially transcribed on June 14, 2024 for public record from meeting notes that were on file/available.)*