

# 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, July 13, 2021  
1:00 P.M.

Chairperson: Harry Schustz

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, Schustz, Wenstrand

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!

**END PAGE #1**

**PROFESSIONAL PRESENTATION**

- 1) Stifel, Nicolaus & Company, Incorporated Portfolio Presentations *Discussion*
  - a) Conference call with financial advisor Sandra Wheeler
  - b) Presentation: Investment Portfolio - Endowment
  - c) Presentation: Investment Portfolio - PreNeed

Action  
Required  
**A**

- 2) Resolution #108 - District Investment Policy

**Action Required**

*Action:* a) Annual review of investment policy; adopt policy for fiscal year 2021-2022

**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) Professional Accounting Services Report *Discussion*
  - 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

- 3) Kern County Auditor Controller Inquiry *Discussion*
  - a) Discuss inquiry (email) received on June 2nd from Kern County Auditor Tom Jones

**MANAGER'S REPORT**

- 1) Dept. of Human Services - CalWORKS; MAOF and KHSD Programs *Information*
  - a) No participants are currently assigned by CalWORKS for training as a groundskeeper
  - b) No participants are currently assigned by KHSD for training as a groundskeeper
  - c) No participants are currently assigned by MAOF for training as a groundskeeper

- 2) Survey Services for Historic Cemetery *Discussion*
  - a) Surveyor Schamber returned with the ground penetrating radar equipment on June 26th
  - b) Surveyor Schamber performed another survey of Historic Cemetery to determine boundaries

- 3) Water Delivery System Maintenance *Discussion*
  - a) Water delivery system stopped producing water
  - b) Piute Pump Company, Inc. installed a deep well pump on June 25th (\$3,375.03)
  - c) Mgr Kyt met with Trustee Montgomery to show him how the water delivery system works

- 4) Special District Leadership Foundation *Information*
  - a) District submitted an application for the 2021 Special District Technology Grant on June 4, 2021
  - b) Notice application was not approved arrived on July 8, 2021

<b>Action Required</b> <b>A</b>	<b>1) <u>RELEASE OF INTEREST AND REFUND</u></b>	<b><u>Action Required</u></b>
	Release of Interest in Plot and Refund: Kim Walsma (sister) a) Section III-C, Block 391w, Traditional Single Lot D14 b) Reason: Ms. Walsma has moved away from the area c) Refund: to be made payable to Kimberly Walsma (\$1,750.00) <i>Action:</i> d) Transfer: from County PreNeed Fund #42012 (\$1,410.00) to County General Fund #42010	

<b>A</b>	<b>2) Release of Interest in Plot and Refund: Kurt Walsma (brother)</b>	<b><u>Action Required</u></b>
	a) Section III-C, Block 391w, Traditional Single Lot D13 b) Reason: Mr. Walsma has moved away from the area c) Refund: to be made payable to Kurt Walsma (\$1,750.00) <i>Action:</i> d) Transfer: from County PreNeed Fund #42012 (\$1,410.00) to County General Fund #42010	

**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

<b>Action Required</b> <b>A</b>	<b>1) <u>CONVENE MEETING AND SCHEDULE TO RECONVENE</u></b>	<b><u>Action Required</u></b>
	a) As discussed at the June 15th meeting Chairperson Schustz would not be attending the July 13th meeting b) It was determined that there would be a quorum at the July 13th meeting and that meeting would convene c) Sandra Wheeler of Stifel, Nicolaus & Co., Inc. was scheduled for the investment portfolio presentations <i>Action:</i> d) Meeting to reconvene for the purpose of beginning the process to develop a strategic plan for the District <i>Action:</i> e) And for the purpose of unfinished or other business that requires attention before next regular meeting <i>Action:</i> f) Confirm schedules of Trustees and Staff in order to reconvene today's regular meeting on July 31st	

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

<b>A</b>	<b>2) <u>MOTION TO ADJOURN:</u> <i>time meeting adjourned</i></b>	<b><u>Action Required</u></b>
	a) Action to close	<b>END PAGE #3</b>