

# 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, March 8, 2022  
1:00 P.M.

Chairperson: Harry Schustz  
Trustees: John Blythe, Charles Lee, Mark Montgomery, Esteban Olivares

**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)**

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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: Blythe, Lee, Montgomery, Olivares, 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**

**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 FINANCIAL REPORTS**

Consent Agenda

- 1) Approval (subject to audit) of December Financial Report
- 2) Approval (subject to audit) of January Financial Report

**Action  
Required  
A**

**APPROVAL OF THE CONSENT AGENDA**

- 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.

Action Required

**MANAGER'S REPORT**

- 1) **Department of Human Services - CalWORKS and KHSD Programs**
  - 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
- 2) **Court Ordered Community Service Worker Program**
  - a) One student working to complete 80 hours of community service
- 3) **Condition of Cemetery Lawns**
  - a) All sections of the cemetery are diminished due to lack of water
  - b) Lack rainfall promotes excessive weed growth
  - c) Mgr Kyt reports trees and evergreens are dying
  - d) Trees are watered periodically to prevent loss
  - e) Visitors are discouraged because of the rodent population damage to all sections and care of headstone

Information

Information

Discussion

**Action  
Required  
A**

**4) 1983 Ford Pick-Up Truck**

**Agenda**  
↓  
↓  
↓  
↓

**Feb 7th**  
↓  
↓  
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**>>>**

**Action:**

- a) Private party interested in purchasing Ford truck approved to be scrapped
- b) 1983 Ford Pick-Up Truck was purchased in June of 2010
- c) Mgr Kyt recommends the truck be sold instead of scrapping the truck
- d) Mgr Kyt to research process of transferring title
- e) Add topic to next regular meeting agenda for further discussion and as an action item
- f) Research: proper way to sell truck is to put it out to bid where anyone can bid on it
- g) Scrap truck or properly put truck out to bid to sell to highest sealed bid

Discussion

**5) Water Delivery System Maintenance**

- a) Mgr to schedule preventative maintenance with Piute Pump Company, Inc.
- b) Review water delivery system maintenance budget

Discussion

**END PAGE #2**

**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 9, 2020
  - 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
  - e) Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time
  - f) Secretary reports that the backlog of work proving difficult to bring current while working part-time
  - g) Secretary reports medical discharge to return to full-time work has not been obtained

**CLERK SPECIALIST RECEPTIONIST POSITION**

- |                    |                   |   |
|--------------------|-------------------|---|
| Approved<br>↓<br>↓ | Feb 7th<br>↓<br>↓ | 1) Office Staff Personnel <span style="float: right;"><u>Information</u></span>   |
|                    |                   | a) Authorize staff to begin the process of hiring part-time office staff for Accounts Receivable desk                       |
|                    |                   | b) Approve hourly rate of pay (minimum wage is \$14 per hour)   |
|                    |                   | c) Approve number of hours per week new hire to work (1000 hours per year or less)  |
|                    |                   | 2) Employee Benefits: Health Insurance (Permanent Part-Time) Research <span style="float: right;"><u>Information</u></span> |
|                    |                   | a) Kern County Medical, Dental & Vision Coverage is only available for District's full-time employees                       |
|                    |                   | 3) Clerk Specialist Receptionist Job Description <span style="float: right;"><u>Information</u></span>                      |
|                    |                   | a) Review Clerk Specialist Receptionist Job Description   |
|                    |                   | 4) Accepting Resumes for Clerk Specialist Receptionist Position <span style="float: right;"><u>Discussion</u></span>        |
|                    |                   | a) American Job Center (Lake Isabella) has publicly posted that the District is accepting resumes                           |
|                    |                   | b) Resumes meeting job description qualifications have been received  |
|                    |                   | c) Interview selection of the most qualified applicants to begin on Wednesday March 9th                                     |
|                    |                   | d) Expected first day of work for Clerk Specialist Receptionist scheduled for March 26th                                    |

**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
  - l) Per the request of CPA Bruner we rescheduled to accommodate his schedule (week of August 30th)
  - m) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed
  - n) Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled
  - o) CPA Bruner is available to perform accounting services in the month of November
  - p) Schedule conflicts; District management suffered severe illnesses during the month of January
  - q) Progress Report

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END PAGE #3

**DISTRICT BUDGET FISCAL YEAR 2021-2022 SIX MONTH REVIEW**

- |    |  |                   |
|----|--|-------------------|
| 1) | <b>Review FY 2021-2022 Operation Budget and Allowed Modifications</b>  | <i>Discussion</i> |
|    | <ul style="list-style-type: none"> <li>a) Six month review of Fiscal Year 2021-2022 operations budget (revenues, interest and expenditures)</li> <li>b) Modification: slight decrease of health benefits allocation from \$411.30 to \$388.90 per pay period</li> <li>c) Modification: operation expense distribution</li> <li>d) Modification: resale inventory and expense distribution</li> <li>e) Modifications: other modifications to operation budget recommended by Mgr Kyt and/or Trustees</li> </ul> |                   |
| 2) | <b>Review FY 2021-2022 Budget for General Fund as of Dec. 31, 2021</b>   | <i>Discussion</i> |
|    | <ul style="list-style-type: none"> <li>a) Budget for Kern County Fund #42010 determines how funds accumulated are spent and restricted</li> <li>b) Review Fiscal Year 2021-2022 District's General Fund Components (Kern County Fund #42010)</li> <li>c) Review CSDA utility vehicle grant research</li> </ul>   |                   |
| 3) | <b>Review FY 2021-2022 Budget for Endowment Fund as of Dec. 31, 2021</b>   | <i>Discussion</i> |
|    | <ul style="list-style-type: none"> <li>a) Budget for Kern County Fund #42011 determines how funds accumulated are spent and restricted</li> <li>b) Review Fiscal Year 2021-2022 Endowment Budget Components (Kern County Fund #42011)</li> <li>c) Review Fiscal Year 2021-2022 Stifel investment interest earned report</li> </ul>   |                   |
| 4) | <b>Review FY 2021-2022 Budget for Pre-Need Fund as of Dec. 31, 2021</b>  | <i>Discussion</i> |
|    | <ul style="list-style-type: none"> <li>a) Budget for Kern County Fund #42012 determines how funds accumulated are spent and restricted</li> <li>b) Review Fiscal Year 2021-2022 District's PreNeed Fund Components (Kern County Fund #42012)</li> <li>c) Review Fiscal Year 2021-2022 Stifel investment interest earned report</li> </ul>  |                   |
| 5) | <b>Review FY 2021-2022 Budget for Deferred Maint Fund as of Dec. 31, 2021</b>  | <i>Discussion</i> |
|    | <ul style="list-style-type: none"> <li>a) Budget for Kern County Fund #42013 determines how funds accumulated are spent and restricted</li> <li>b) Review Fiscal Year 2021-2022 Deferred Maintenance Budget Components (Kern County Fund #42013)</li> <li>c) Funds from FEMA and CalOES to be transferred after CalOES closeout</li> </ul>   |                   |

- |                            |  |                               |
|----------------------------|--|-------------------------------|
| <b>Action<br/>Required</b> | <b><u>NEW BUSINESS</u></b>   |                               |
| A                          | 1) <b>Kern County Treasurer-Tax Collector - Public Auction March 14-16, 2022</b>   | <b><u>Action Required</u></b> |
|                            | <ul style="list-style-type: none"> <li>a) Kern County public auction sale of tax-defaulted properties on which District can levy taxes/assessments</li> <li>b) District does not have any properties on the list within its boundaries subject to taxes/assessments</li> <li>c) Action by Kern Co. Board of Supervisors approved consent for the sale of certain tax-defaulted properties</li> </ul> <p><i>Action:</i> d) District approves and submits consent to Kern County Treasurer Tax Collector for sale of said properties</p> |                               |
|                            | 2) <b>California Air Resources Board - Annual Reporting</b>  | <b><u>Information</u></b>     |
|                            | a) Annual report processed: District's fleet is in compliance with In-Use Off-Road Diesel Fuel Fleet Regulations   |                               |

**BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS**

- 1) Statement of Economic Interest Form 700 Information
  - a) Annual Filing of Statements of Economic Interests due April 1, 2022
- 2) Roster of Public Agencies Filings Information
  - a) California Secretary of State Trustee roster due April 1, 2022 (no updates to report)
  - b) County of Kern Trustee rosters due April 1, 2022 (required)

**BOARD MEMBER REQUIRED TRAINING STATUS REPORT**

- 1) Ethics AB 1234 Training - progress report Information
  - a) Training may be completed at [www.targetsolutions.com/kernrivercd](http://www.targetsolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Lee, Montgomery, Olivares, and Schustz
  - c) Training assigned to: Trustee Schustz (certification expired February 21, 2022)
  - d) Training assigned to: Manager Kyt (certification expired February 21, 2022) ~ Training Completed & Certified
  - e) Training assigned to: Secretary Kyt (certification expired February 21, 2022)
- 2) Workplace Anti-Harassment Training AB 1825 - progress report Information
  - a) Training may be completed at [www.targetsolutions.com/kernrivercd](http://www.targetsolutions.com/kernrivercd)
  - b) Certification is current for Trustees: Blythe, Lee, Montgomery, and Olivares
  - c) Training assigned to: Trustee Schustz (certification expired Oct. 25, 2021) ~ Training Completed & Certified
  - d) Training assigned to: Manager Kyt (certification expired November 12, 2021)
  - e) Training assigned to: Secretary Kyt (certification expired January 1, 2022)

**CALL FOR NOMINATIONS**

- 1) LAFCo: Kern Local Agency Formation Commission Discussion
  - LAFCo Board - Directors/Trustees/General Manager call for nomination
  - a) Appointment of one LAFCo Independent Special District Representative and one Alternate
  - b) Four year term ends May 2026
- |                         |
|-------------------------|
| Action<br>Required<br>A |
|-------------------------|

 2) Open Nominations of District Trustees or GM to serve on LAFCo Board Action Required
- |   |
|---|
| A |
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 3) Nominations Action Required
- |   |
|---|
| A |
|---|

 4) Close Nominations of District Trustees or GM to serve on LAFCo Board Action Required  
 (If no nominations then no action required for #5 - action required for #7)
- |   |
|---|
| A |
|---|

 5) Select one or two Trustees or GM nominated for nominations Action Required
- 6) Instruct District Secretary to notify LAFCo of nomination Information
- |   |
|---|
| A |
|---|

 7) Authorize District Manager to cast ballot on behalf of District Action Required

**KERN COUNTY SPECIAL DISTRICTS ASSOCIATION MEMBERSHIP**

- 1) Special Districts Association membership drive Discussion
  - a) Participation with KCSDA requires an annual fee of \$25.00 and attendance activity

<b>Action Required</b>		<b><u>NEW BUSINESS</u></b>	<b><u>Action Required</u></b>
<b>A</b>	1)	Rose Family Crematorium Agreement Proposition	
<i>Agenda</i>	<i>Feb 7th</i>	a) Crematorium presents agreement for the purpose of proper disposal of residual cremated remains residual	
↓	↓	b) Crematorium presents agreement for the purpose of accepting abandoned cremations to scatter/bury	
↓	↓	c) Research Kern County Coroner's specific provisions and/or guidelines to receive abandoned cremations	
↓	↓	d) Terms of agreement regarding payment from Kern County are not defined	
↓	↓	e) Terms of agreement regarding payment from Rose Family Crematorium are not defined	
↓	↓	f) Terms of agreement are not defined as to how many times per year disposition of cremations will occur	
↓	↓	g) Administrative costs of record keeping; disposition permit activity; grave marking	
<i>Approved</i>	<i>Feb 7th</i>	h) Contract creates potential opportunity to increase revenue - should Mgr Kyt sign the contract	
	<b>Action:</b>	i) Approve Contract Revisions and authorize to execute revised agreement with or without attorney review	

- 1) **UNFINISHED BUSINESS** Future Agendas
- a) District Financial Reports and Audits: FY 2016-2017 to FY 2020-2021
  - b) Minutes: May 2020 to January 2022
  - c) Historic Cemetery Surveyor Services
  - d) CalPERS Contract & Future Liability
  - e) District Strategic Master Plan
  - f) Veteran's Park Project

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

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

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

- 2) **NEXT REGULAR MEETING:** Information  
Scheduled: May 10, 2022 at 1:00 p.m.

**A** 3) **MOTION TO ADJOURN:** *time meeting adjourned* Action Required  
*Action:* a) Action to close