

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 09, 2021

1:00 P.M.

Meeting will be held via conference call due to COVID-19; for dial in number call District Office 760-376-2189

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 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.

CA NON-RESIDENT FEE WAIVED Consent Agenda

- 1) Request received to waive non-resident fee: Mariana Jacob
 - a) Cremation interment: January 9, 2021 [Section II, Block 162, Lot C12(a)]
 - b) Mr. and Mrs. Jacob moved away to be closer to family in September 2020
 - c) Mrs. Nestor was a resident of the valley for 20 years - she lived in Kernville

CA DISTRICT MINUTES & REPORTS Consent Agenda

- 2) Approval of May 12, 2020 Regular Meeting Minutes
- 3) Approval of June 18, 2020 Special (Budget) Meeting Minutes
- 4) Approval (subject to audit) of December Financial Report
- 5) 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

DISTRICT MINUTES & REPORTS

*Due to disability of District Clerk of the Board this following portion is unfinished business
Scheduled to be presented at the next regular board meeting on the 11th of May*

Information

- 1) Approval of July 14, 2020 Convened Regular Meeting Minutes
- 2) Approval of August 4, 2020 Reconvened Regular Meeting Minutes
- 3) Approval of September 8, 2020 Regular Meeting Minutes
- 4) Approval of November 19, 2020 Regular Meeting Minutes
- 5) Approval of January 12, 2021 Convened Regular Meeting Minutes
- 6) Approval of February 10, 2021 Reconvened Regular Meeting Minutes

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
 - >>> e) Secretary recommends that a P/T office clerk is considered in the next year's budget (FY 2021-2022)

MANAGER'S REPORT

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

- 2) Desert Memorial Park (Cemetery) - Ridgecrest Information
 - Aug 2020 a) Owner Debra Holland privately owns Desert Memorial Park offers her cemetery to District by annexation
 - Sept 2020 b) Mgr Kyt contacts LAFCO and discusses concept with Executive Blair Knox
 - Nov 2020 c) Process to annex Desert Memorial Park is very expensive to accomplish
 - Nov 2020 d) Review expenses the District will incur with the responsibility of serving the Ridgecrest community
 - Nov 2020 e) Mgr Kyt plans to visit Desert Memorial Park for an onsite inspection if Trustees deems it necessary
 - Feb 2021 f) Mgr Kyt has not visited Desert Memorial Park due COVID-19
 - Mar 2021 >>> g) Desert Memorial Park has been notified by email that District is not in a position to annex her cemetery

HISTORIC CEMETERY ACTIVITIES

- 1) 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) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop
 - Oct 2019 c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds
 - Oct 2019 d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt
 - Oct 2020 e) No interment activity or plot purchase requests to date
 - Dec 2020 f) One traditional casket interment occurred on December 26th - Nora "Lou" Sanders

- 2) Survey Services for Historic Cemetery Discussion
 - >>> a) Progress Report: Mgr Kyt reports contact with Surveyor Schamber

UNFINISHED BUSINESS - AUDITS

- 1) Fiscal Year 2016-2017 Audit Information
 - a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
 - b) Due dates for audit: State is January 31, 2018 and County is June 30, 2018
 - c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
 - d) Progress report by Secretary

- 2) Fiscal Year 2017-2018 Audit Information
 - a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
 - b) Due dates for audit: State is January 31, 2019 and County is June 30, 2019
 - c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
 - d) Progress report by Secretary

- 3) Fiscal Year 2018-2019 Audit Information
 - a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
 - b) Due dates for audit: State is January 31, 2020 and County is June 30, 2020
 - c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
 - d) Progress report by Secretary

- 4) Fiscal Year 2019-2020 Audit Information
 - a) RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020
 - b) Due dates for audit: State is January 31, 2021 and County is June 30, 2021
 - c) Secretary's average hours worked in FY 2019-2020 = 40 hours per week
 - d) Progress report by Secretary

DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2020-2021 REVIEW

1)	Review Operations Fiscal Year 2020-2021 Budget as of Dec. 31, 2020	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Interest Income (transfers in): Investments with Stifel and County of Kern Funds c) Miscellaneous Income: Donations and Grants d) Transfers In: FEMA & CalOES project completion transfers from Fund #42013 e) Employee Compensation; Health and Retirement Benefits: review expenditures f) Operations & Maintenance Expense Distribution: review expenditures g) Operations & Maintenance Expenses: review professional services h) Operations & Maintenance Expenses: review changes to line item allocations i) Resale Materials and Inventory: review expenditures j) Contracts, Leases, Agreements & Interest Expenses; Contingency k) Capital Outlay: Rose Garden Improvements - entrance l) Capital Outlay: Office - work stations m) Capital Outlay: Structures - roof and siding repair and rain gutters n) Capital Outlay: transition driveway asphalt (District Obligation) o) Discuss adjustments and modifications to Fiscal Year 2020-2021 Operation's Budget of District p) Adjustment: on-call grounds keeper Wesley Kyt - minimum wage q) Adjustment: Secretary Kyt - wages earned decreased r) Modification: professional accounting services s) Other adjustments and/or modifications 	

Action Required A	Adopt Revisions to Fiscal Year 2020-2021 Operation's Budget of District	Action Required
2)	a) Discuss adjustments and or modifications to Fiscal Year 2020-2021 Operation's Budget of District	
	<i>Action:</i> b) Adopt revisions to Fiscal Year 2020-2021 Operation's Budget	

3)	Review FY 2020-2021 Budget for General Fund as of Dec. 31, 2020	<i>Discussion</i>
	<ul style="list-style-type: none"> a) Budget for Kern County Fund #42010 determines how funds accumulated are spent and restricted b) Review Fiscal Year 2020-2021 District's General Fund Components (Kern County Fund #42010) c) Review interest earned from Kern County Fund #42010 & available for use 	

Action Required A	Adopt Revisions to FY 2020-2021 Budget for the General Fund (#42010)	Action Required
4)	a) Discuss adjustments and or modifications to Fiscal Year 2020-2021 General Fund Budget of District	
	<i>Action:</i> b) Adopt revisions to Fiscal Year 2020-2021 General Fund (Account #42010) Budget	

5)	Review FY 2020-2021 Budget for Endowment Fund as of Dec. 31, 2020	<i>Discussion</i>
	a) Review Fiscal Year 2020-2021 Endowment Budget Components (Kern County Fund #42011)	

6)	Review FY 2020-2021 Budget for Pre-Need Fund as of Dec. 31, 2020	<i>Discussion</i>
	a) Review Fiscal Year 2020-2021 PreNeed Budget Components (Kern County Fund #42012)	

7)	Review FY 2020-2021 Budget for Deferred Maint Fund as of Dec. 31, 2020	<i>Discussion</i>
8)	a) Review Fiscal Year 2020-2021 Deferred Maintenance Budget Components (Kern County Fund #42013)	
Action Required A	Preliminary Budget for Fiscal Year 2021-2022	Action Required
	<i>Action:</i> a) Add to Capital Outlay: utility vehicle	
	<i>Action:</i> b) Add to Capital Outlay: interment records data base software update or upgrade	
	<i>Action:</i> c) Add to Personnel: addition of office support staff	

UNFINISHED BUSINESS: PROFESSIONAL ACCOUNTANT PROPOSAL

- 1) Accounting Service Proposals Requested From Professional Accountant Discussion
- a) Secretary reports that she has requested proposals from six accountants & one bookkeeper
 - b) Secretary reports that she has one of the audit periods partially finished (FY 2016-2017)
 - c) Secretary reports that FY 2016-2017 was added to the proposal in the event assistance is needed
 - d) Secretary reports that the proposal includes FY 2017-2018; FY 2018-2019; & FY 2019-2020
 - e) Discuss proposals received or in the process of receiving from professional accountants

Action
Required
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- 2) Accepting Proposal Received From Professional Accountant Action Required
- a) Discuss authorizing Chairperson Schustz to accept one of the proposals
- Action: b) Authorize Chairperson Schustz to select proposal from accountant that meets District Budget criteria

UNFINISHED BUSINESS: CalPERS

- 1) CalPERS: Amend Contract Discussion
- Sept 2020 a) Currently full-time employees and part-time employees are eligible to receive the benefit of CalPERS
 - Sept 2020 b) CalPERS Actuarial Valuation - Hypothetical Termination Liability Report - As of June 2018
 - Sept 2020 c) The District can amend the CalPERS contract so that part-time employees are not eligible for CalPERS benefit
 - Sept 2020 d) The contract amendment should also exclude private contractors from receiving the benefit of CalPERS
 - Sept 2020 e) An example of a private contractor is a landscape company or an independent bookkeeper or accountant
 - Sept 2020 f) CalPERS Retirement Contract Services Unit will provide the documents for adoption by Board of Trustees
 - Sept 2020 g) Mgr Kyt requests guidance and authorization from the Board of Trustees to begin the process
 - Nov 2020 h) Review email received from CalPERS regarding the basic eligibility rules listed below
 - Nov 2020 i) Basic eligibility rule #1: no benefits if employment is full-time but less than nor equal to a 6 months tenure
 - Nov 2020 j) Basic eligibility rule #2: no benefits if position is less than 1000 hours in a fiscal year [19 hours x 52 weeks]
 - Jan 2021 k) Discuss CalPERS Actuarial Valuation - Hypothetical Termination Liability Report - As of June 2019
 - Mar 2021 >>> l) Secretary sent email to Trustees of the Actuarial Reports as of June 2018 and as of June 2019
 - Mar 2021 >>> l) Understanding the requirements of hiring a CalPERS Retiree (handout)

UNFINISHED BUSINESS: 2017 DISASTER STORM (FEMA DR-4305)

- 1) 2017 Disaster Storm (FEMA DR-4305) Recovery Process Information
- a) Final certification (P4 report) due to CalOES and FEMA was submitted on Friday February 12th
 - b) Total amount claimed on Project Completion and Certification (P4) report = \$41,734.70
 - c) Mgr Kyt signed the final project completion and certification report
 - d) Certification that funds were expended in accordance with the provisions of FEMA agreement underway

Action
Required
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NEW BUSINESS

- 1) State of California - Department of Industrial Relations Action Required
- a) State regulations require employers to implement a site-specific written COVID-19 Prevention Program
 - b) Golden State Risk Mgmt Authority (insurance carrier) offers webinar training (March 9th) on subject
- Action: c) Adopt Cal/OSHA model for COVID-19 Prevention Program (CPP) as District Policy
- Action: d) Authorize Mgr Kyt to have overall authority and responsibility for implementing CPP provisions
- e) Implementation and evolution of the Cal/OSHA CPP model as District Policy to be reviewed next meeting
- 2) California Air Resources Board - Annual Reporting Information
- 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) Ethics AB 1234 Training - progress report
a) Training may be completed at www.targetsolutions.com/kernrivercd
b) Certification is current for Trustees: Blythe, Montgomery, Olivares, Schustz, and Wenstrand
c) Training assigned to: Wenstrand (expired January 2021) | <hr/> <i>Information</i> |
| 2) Workplace Anti-Harassment Training AB 1825 - progress report
a) Training may be completed at www.targetsolutions.com/kernrivercd
b) Certification is current for Trustees: Blythe, Olivares, Schustz, and Wenstrand
c) Training assigned to: Blythe, Montgomery, Wenstrand | <hr/> <i>Information</i> |
| 3) Statement of Economic Interest Form 700 - All Trustees
a) Annual statement due March 31, 2021 | <hr/> <i>Information</i> |
| 4) Roster of Public Agencies Filings
a) California Secretary of State Trustee roster due March 31st
b) County of Kern Trustee rosters due March 31st | <hr/> <i>Information</i> |

>>>> **ADD ITEMS FOR FUTURE AGENDAS** <<<<<

- | |
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| Nov 2020 1) Trustee Montgomery: Research automation of water delivery system
Nov 2020 2) Manager Kyt: Problem with water delivery system - Iron Manganese
Nov 2020 3) Trustee Esteban: Installation of Video Surveillance System
Feb 2021 4) Trustee Esteban: High School Volunteer Program |
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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

NEXT REGULAR MEETING:

Scheduled: May 11, 2021 at 1:00 p.m.

**Action
 Required
 A**

- 1) **MOTION TO ADJOURN:** *time meeting adjourned*

Action: a) Action to close

Action Required

END PAGE #6