

# 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, September 08, 2020  
1:00 P.M.

Chairperson: John Blythe

Trustees: Mark Montgomery, Esteban Olivares, Harry Schutz, Gerald Wenstrand

*Welcome Trustee Olivares (Appointed July 14, 2020 - Sworn in August 11, 2020)*

District Manager: Randy Kyt

Clerk of the Board: Laura Kyt

*Clerk of the Board Laura Kyt requests personal leave due to injuries sustained in an automobile accident (see Manager's Report)*

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, Schutz, 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.

**NON-RESIDENT FEE WAIVED**

- |    |    |  |                       |
|----|----|--|-----------------------|
| CA | 1) | Request received to waive non-resident fee: Marcia Fair<br>a) Cremation interment: July 7, 2020 [Hexagon B, Block 6, Lot B7]<br>b) Ms. Fair moved away due to medical reasons in January 2020<br>c) Ms. Fair was a resident of the valley for 35 years - she lived in Kernville  | <i>Consent Agenda</i> |
| CA | 2) | Disinterment and Transfer within District Boundaries<br>a) Disinterment of Mr. John Dumas - family wanted to be clustered together in Section III-C<br>b) Disinterred from: Section III-A; Block 67; Single Lot B7 on August 31, 2020<br>c) Transferred and interred on August 31, 2020: Section III-C; Block 391(k); Companion Lot D13(a) | <i>Consent Agenda</i> |

**RELEASE OF INTEREST & TRANSFER OF PLOT**

- |    |    |  |                       |
|----|----|--|-----------------------|
| CA | 1) | Release of Interest in Plot and Transfer: Sharin Bailey<br>a) Section II, Block 126, Lot A2<br>b) Reason: Sharin Bailey was interred at the heart of her daughter Donna Stubblefield<br>c) Plot transferred to Sharin Bailey's son Curtis Stubblefield | <i>Consent Agenda</i> |
| CA | 2) | Release of Interest in Plot and Transfer: Vernon Ramey<br>a) Section II, Block 135, Lot A4<br>b) Reason: Vernon Ramey was cremated and scatter in another location<br>c) Plot transferred to Vernon Ramey's daughter Pamela Quillen                    | <i>Consent Agenda</i> |

**APPROVAL OF THE CONSENT AGENDA**

- |                        |          |   |                               |
|------------------------|----------|---|-------------------------------|
| <b>Action Required</b> | <b>A</b> | 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. | <b><i>Action Required</i></b> |
|------------------------|----------|---|-------------------------------|

**DISTRICT MINUTES & REPORTS**

- |                        |  |   |  |
|------------------------|--|---|--|
|                        | <i>Due to disability of District Clerk of the Board the following is unfinished business</i> | <i>Information</i>  |  |
| <b>Action Required</b> | <b>A</b>   | 1) Approval of May 12, 2020 Regular Meeting Minutes<br>2) Approval of June 18, 2020 Special (Budget) Meeting Minutes<br>3) Approval of July 14, 2020 Convened Regular Meeting Minutes<br>4) Approval of August 4, 2020 Reconvened Regular Meeting Minutes<br>5) Approval (subject to audit) of March Financial Report<br>6) Approval (subject to audit) of April Financial Report<br>7) Approval (subject to audit) of May Financial Report<br>8) Approval (subject to audit) of June Financial Report<br>9) Approval (subject to audit) of July Financial Report |  |

Action Required <b>A</b>	<b><u>MANAGER'S REPORT</u></b>	<b><u>Action Required</u></b>
	<p>1) CalPERS: Amend Contract</p> <ul style="list-style-type: none"> <li>a) Currently full-time employees and part-time employees are eligible to receive the benefit of CalPERS</li> <li>b) CalPERS Actuarial Valuation - Hypothetical Termination Liability Report</li> <li>c) The District can amend the CalPERS contract so that part-time employees are not eligible for CalPERS benefit</li> <li>d) The contract amendment should also exclude private contractors from receiving the benefit of CalPERS</li> <li>e) An example of a private contractor is a landscape company or an independent bookkeeper or accountant</li> <li>f) CalPERS Retirement Contract Services Unit will provide the documents for adoption by Board of Trustees</li> </ul> <p>Action: g) Mgr Kyt requests guidance and authorization from the Board of Trustees to begin the process</p> <p>Action: h) Plan to schedule a special meeting <b>if</b> process requires additional action by the Board of Trustees</p>	
<b>A</b>	<p>2) Personal Leave of Absence Requested by Secretary Kyt</p> <ul style="list-style-type: none"> <li>a) Secretary Kyt sustained serious injuries in an automobile accident on the 7th of July</li> <li>b) She was granted a leave of absence from July 7th to September 8th on the 4th of August</li> <li>c) She has been under the care of a Neurosurgeon and an Orthopedic Surgeon</li> <li>d) She is scheduled to see the Orthopedic Surgeon in two months</li> <li>e) She has been referred to a neurologist - September appointment scheduled</li> <li>f) She retains the knowledge of the position "Clerk of the Board" and "District Secretary"</li> <li>g) She is improving daily and expects to make a full recovery but needs more time off</li> <li>h) She requests an extended "Personal Leave of Absence" to complete the recovery process</li> </ul> <p>Action: i) Mgr Kyt requests guidance and authorization from the Board of Trustees to allow leave of absence</p>	<b><u>Action Required</u></b>
	<p>3) Public Safety Risk: Access to Cemetery Property from Burlando Road</p> <ul style="list-style-type: none"> <li>a) Public access the District through three different gates</li> <li>b) Burlando Road is a 55 mph roadway and due to many auto accidents has proven to be a public safety risk</li> </ul> <p>&gt;&gt;&gt; c) Letter prepared to send to Board of Supervisor and Public Works Department ready for review</p>	<i>Discussion</i>
	<p>4) Desert Memorial Park (Cemetery) - Ridgcrest</p> <ul style="list-style-type: none"> <li>a) Owner Debra Holland privately owns Desert Memorial Park offers her cemetery to District by annexation</li> </ul> <p>&gt;&gt;&gt; b) Mgr Kyt contacts LAFCO and discusses concept with Executive Blair Knox</p>	<i>Discussion</i>
	<p>5) Veterans Day Event</p> <ul style="list-style-type: none"> <li>a) Mgr Kyt reports that time is of the essence to prepare for a community Veterans Day event at the cemetery</li> <li>b) Mgr Kyt reports that he has decided to not hold a service to protect the public from COVID-19</li> <li>c) Mgr Kyt reports that he and volunteers practicing social distancing will place flags on Veteran's graves</li> </ul>	<i>Information</i>
	<b><u>HISTORIC CEMETERY ACTIVITIES</u></b>	
<p>Nov 2018</p> <p>Sept 2019</p> <p>Oct 2019</p> <p>Oct 2019</p> <p>Sept 2020</p>	<p>1) Historic Cemetery Sale of Plots and Interment Activity</p> <ul style="list-style-type: none"> <li>a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees</li> <li>b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop</li> <li>c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds</li> <li>d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt</li> </ul> <p>&gt;&gt;&gt; e) No interment activity or plot purchase requests to date</p>	<i>Information</i>
	<p>2) Survey Services for Historic Cemetery</p> <p>&gt;&gt;&gt; a) Progress Report: Mgr Kyt reports contact with Surveyor Schamber</p>	<i>Discussion</i>
	<p>3) Historic Cemetery: National Register of Historic Places Process</p> <ul style="list-style-type: none"> <li>a) Research will be required in order for the District to demonstrate the Historic Cemetery should be on NRHP</li> <li>b) Mgr Kyt reports that his schedule is to full to complete any research regarding this topic</li> </ul> <p>&gt;&gt;&gt; c) Topic will be removed from the agenda until research can be performed in the future</p>	<i>Information</i>

**BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS**

- 1) New Trustee Appointment Notification *Information*
  - a) Trustee Esteban Olivares was appointed as an At-Large Member of the Board (July 14, 2020)
  - b) Trustee Olivares was appointed to fill Trustee Lott's seat and his term expires on November 27, 2021
  - c) Trustee Olivares was sworn in on August 11, 2020
  
- 2) Statement of Economic Interest Form 700 *Information*
  - a) Trustee Olivares submits assuming office 700 statement - forwarded to Kern County
  
- 3) Roster of Public Agencies Filings Updated: Report of Appointment *Information*
  - a) California Secretary of State Trustee roster updated: reported appointment of Trustee Olivares
  - b) County of Kern Trustee rosters updated: reported appointment of Trustee Olivares
  
- 4) Notifications of changes to Trustee Appointments Submitted *Information*
  - a) Insurance Carrier - Golden State Risk Management Authority
  - b) California Association of Public Cemeteries
  - c) California Association of Special Districts

**BOARD MEMBER'S TERMS EXPIRE**

- 1) Trustee Terms Expire November 27, 2020 *Information*
  - a) Trustee John Blythe's term expires November 27, 2020
  - b) Trustee Blythe requests reappointment
  - c) Trustee Harry Schustz's term expires November 27, 2020
  - d) Trustee Schustz requests reappointment

**BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS**

- 1) AltaOne Federal Credit Union - Account Signature Cards *Information*
  - a) Account signature authorization update for both bank accounts in process
  
- 2) Kern County - Processing Systems Signature Cards *Information*
  - a) Secretary Kyt to prepare signature card Trustee Olivares

Action  
Required  
A

- 3) Notification required by State Board of Equalization **Action Required**
  - a) State Board of Equalization: officer registration is no longer current - officer listed is Trustee Steve Lott
  - b) Name officer (Trustee) as replacement

Action:

**BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS**

- 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, Olivares, Schustz, and Wenstrand
  - c) Training assigned to: Montgomery
  
- 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, Olivares, and Schustz
  - c) Training assigned to: Montgomery and Wenstrand

**UNFINISHED BUSINESS**

- 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

**NEW BUSINESS**

- |                                  |    |   |                               |
|----------------------------------|----|---|-------------------------------|
| <b>Action<br/>Required<br/>A</b> | 1) | Resolution #120 - Biennial Review of Conflict of Interest 2020-2022   | <u><b>Action Required</b></u> |
| <i>Action:</i>                   |    | a) Adopt (Resolution #120) the current conflict of interest code policy for biennial years 2020-2022            |                               |
| <b>A</b>                         | 2) | Annual Review of Cemetery Fees Charged for Services   | <u><b>Action Required</b></u> |
| <i>Action:</i>                   |    | d) Adopt revisions to District Fee Register effective October 1st   |                               |
|                                  | 3) | Kern County Administrative Office - PPE Support Program   | <i>Discussion</i>             |
|                                  |    | a) Mgr Kyt has applied for the PPE Support Program  |                               |
|                                  |    | b) District receives free masks, gloves, hand sanitizers, and sanitizer wipes                                   |                               |
|                                  |    | c) Mgr Kyt is researching other grant programs that offer financial support                                     |                               |
|                                  | 4) | Bronze Memorial for the Rose Garden: "Life is Eternal" bronze plaque  | <i>Discussion</i>             |
|                                  |    | a) Fund #42010 capital outlay budget revised for the Rose Garden "Life is Eternal" bronze memorial (August 4th) |                               |
|                                  |    | b) Budget increased from \$7,000.00 to lowest quote of \$7,574.58   |                               |
|                                  |    | c) Mgr Kyt requested a discount from the account manager of Matthew's Cemetery Products                         |                               |
|                                  |    | d) Price was reduced to \$6,826.21 - order is being processed   |                               |
|                                  |    | e) The purpose of memorial that will hold 136 scrolls is to memorialize cremations scattered in the Rose Garden |                               |

**2017 DISASTER STORM (FEMA DR-4305)**

- 1) 2017 Disaster Storm (FEMA DR-4305) Recovery Process *Discussion*
- a) Category G report due to FEMA on Tuesday September 15th to begin close out process
  - b) Complete review of close process to be presented at the November 10th regular meeting
  - c) District Fund #42013 allocation + interest earned report below
  - d) Note the revised District allocation may be adjusted depending on the outcome of the Category G report

<b>DISTRICT FUND #42013 ALLOCATION + INTEREST EARNED</b>			<i>Revised</i>
<i>FEMA Allocation</i>			<i>District Allocation</i>
May 2019	1	Contract: WZI Engineer report \$999.00	\$ 999.00
May 2019	2	Material: \$10,950.00	\$ 5,950.00
May 2019	3	Equipment: \$798.00	\$ 798.00
May 2019	4	Equipment/Backhoe: \$1,480.00	\$ 1,480.00
May 2019	5	Crew Operators and Laborers: \$10,570.00	\$ 10,570.00
May 2019	6	Asphalt: \$492.00	\$ 2,442.00
May 2019	7	City Cost Index: \$415.23	\$ 415.23
May 2019	8	Hazard Mitigation: \$5,186.44	\$ 8,236.44
Project Allocation Funded:			\$ 30,890.67
Plus interest earn on Fund #42013:			\$ 910.59
Transferred to Fund #42010:			\$ (999.00)
<b>Total Amount Reserved in Fund #42013:</b>			<b>\$ 30,802.26</b>

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**ADD ITEMS FOR FUTURE AGENDAS**

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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 Schutz
- 5) Trustee Wenstrand

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

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

**NEXT REGULAR MEETING:**

Scheduled: November 10, 2020 at 1:00 p.m.

Action  
 Required  
**A**

**MOTION TO ADJOURN:** *time meeting adjourned*

- 1) a) Action to close

**Action Required**