

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, March 9th, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday March 9th, 2021 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern
Due to the Covid-19 Pandemic, this meeting was held via conference call.

Present: Harry Schustz, Chairperson/President, Board of Trustees
Mark Montgomery, Vice Chair/Vice President, Board of Trustees
John Blythe, Member, Board of Trustees
Esteban Olivares, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

Absent: Gerald Wenstrand, Member, Board of Trustees

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:00 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (4 Trustees Present; 1 Absent)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- E. CONSENT AGENDA ITEMS:
 - 1. Release of Interest and Transfer: Marina Jacob
 - 2. District Minutes and Reports:
 - A. Approval of May 12 2020 Regular Meeting Minutes
 - B. Approval of June 18, 2020 Special Budget Meeting Minutes
 - C. Approval (subject to audit) of December Financial Report
 - D. Approval (subject to audit) of January Financial Report

Motion was made by Trustee Blythe to accept the consent agenda Item 1, Release of Interest and Transfer: Marina Jacob and to pull #2, items A and B as they were incomplete; second by Trustee Montgomery and passed.

- F. DISTRICT MINUTES AND REPORTS: Chairperson Schustz reports that due to the disability of the District Clerk of the Board, this following portion is unfinished business. Schedule to be presented at the next regular board meeting on the 11th of May.
 - 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
- G. SECRETARY’S REPORT: Laura Kyt, Secretary
 - 1. Part Time Schedule: Secretary Kyt reports that she resumed working part time at 20 hours per week on November 9th and continues to be under medical care for injuries sustained in a car accident on July 7, 2020. She requests to continue a modified work schedule at 20 hours per week until the next meeting.

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2. District Assistance: Secretary Kyt requests that a part time office clerk be hired for the 2021-2022 fiscal year.

H. MANAGER’S REPORT: Randy Kyt, District Manager

- A. Department of Human Services – CalWORKS, MAOF and KHSD Programs: Manager Kyr reports one participant is currently assigned by CalWORKS for training as a groundskeeper, one is assigned by MAOF for training. There is no participant from KHSD at this time.
- B. Desert Memorial Park Cemetery – Ridgecrest: Manager Kyt reports that this cemetery was notified by email that the District is not in a position to annex the cemetery.
- C. Historic Cemetery: Manager Kyt reports that he has continued communication with Surveyor Schamber about the survey services at the historical cemetery.

I. UNFINISHED BUSINESS:

1. Fiscal Year 2016-17 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2018 and County was June 30, 2018.
2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2019 and County was June 30, 2019.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2020 and County was June 30 2020.
4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for FY 2019-20. Due date has passed on January 31, 2021 and County is due on June 30, 2021.
5. Accounting Service Proposal Requested from Professional Accountant: Due to the audits being delinquent Secretary Kyt was directed by the board to request proposals from accountants. Six proposals were submitted by financial accountants and one bookkeeper. Secretary Kyt reports that FY 2016-17 is almost finished but was added to the proposal in the event assistance was needed. The proposals did include FY 2017-18, FY 2018-19 and FY 2019-20.
6. Accepting Proposals Received from Professional Accountant: Due to some of the accountant’s proposals costs, Secretary Kyt recommends tabling until May to see if additional proposals can be received. Trustee Blythe moved to table until the May board meeting; second by Trustee Montgomery and passed.
7. CalPERS – Amend Contract: Secretary Kyt sent an email to all Trustees regarding the Actuarial Reports as of 2018 and 2019 from CalPERS.
8. 2017 Disaster Storm – FEMA DR-4305: Final certification report due to CalOES and FEMA was submitted on February 12th. Total amount claimed on Project Completion and Certification report was \$41,734. Manager Kyt reports that the final completion is and certification of funds were expended in accordance with the provisions of the FEMA agreement.

J. DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2020-2021 REVIEW (see addendums):

1. Review Operations Fiscal Year 2020-2021 Budget as of December 31, 2020: Board reviewed budget operations as of December 31, 2020 and added revisions/recommendations.
2. Adopt Revisions to Fiscal Year 2020-2021 Operations Budget of District: Trustee Blythe moved to adopt revisions for FY 2020-21 Budget; second by Trustee Olivares and passed.
3. Review/Adopt Revisions to FY 2020-2021 Budget for the General Fund (#42010): Board reviewed budget for Kern County Fund \$42010 how funds accumulated are spent and restricted and interest accumulated. No action taken.
4. Review FY 2020-2021 Budget for Endowment Fund as of December 31, 2020: Board reviewed endowment fund.

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5. Review FY 2020-2021 Budget for Pre-Need Fund as of December 31, 2020: Board reviewed pre-need fund.
6. Review FY 2020-2021 Budget for Deferred Maintenance Fund as of December 31, 2020: Board reviewed deferred maintenance fund.
7. Preliminary Budget for Fiscal Year 2021-2022: Board added utility vehicle, interment records data base software program or upgrade to capital outlay and to add additional office support staff to personnel budget. Trustee Olivares moved to adopt preliminary budget for FY 2021-2022; second by Trustee Montgomery and passed.

K. NEW BUSINESS:

1. State of California – Department of Industrial Relations: State regulations require employers to implement a site specific written covid-10 prevention program. Golden State Risk Management Authority is offering webinar training on March 9th, on this subject. Trustee Blythe moved to adopt CAL/OSHA model for COVID-19 prevention program as district policy and authorize Manager Kyt to have overall authority and responsibility for implementing the CPP provisions; second by Trustee Montgomery and passed. This shall be reviewed at the next board meeting.
2. California Air Resources Board – Annual Reporting: Annual report has been processed. District's fleet is in compliance with in-use off road diesel fuel fleet regulations.

L. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS:

1. Ethics AB 1234 Training: Certification is current for Trustees Blythe, Montgomery, Olivares, Schustz and Wenstrand. Training assigned to Trustee Wenstrand as it expired in January 2021.
2. Workplace Anti-Harassment Training AB 1825: Certification is current for Trustees Blythe, Olivares, Schustz and Wenstrand. Training assigned to Trustee Montgomery.
3. Statement of Economic Interest Form 700 – All Trustees: Annual statements due March 31, 2021.
4. Roster of Public Agencies Filings: California Secretary of State and County of Kern Trustee Roster due March 31st.

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

Trustee Blythe: No comments.

Trustee Montgomery: No comments.

Trustee Olivares: Absent, (left the meeting early)

Trustee Wenstrand: Absent

Chairperson Schustz: No comments.

N. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: District administrative office needs a better alarm monitoring system and wifi.

Secretary Kyt: Congratulated Chairperson Schustz on running a good meeting.

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- O. NEXT REGULARLY SCHEDULED MEETING: Tuesday May 11th, 2021 at 1:00PM
- P. MOTION TO ADJOURN: Meeting was adjourned at 2:25 PM by Trustee Blythe; second by Trustee Montgomery and passed.

Respectfully submitted by
John Blythe

John Blythe
District Administrative Assistant

(These minutes were officially transcribed on June 26, 2024 for public record from meeting notes that were on file/available.)

Addendums:

- | | |
|---|---------|
| 1. Fiscal Year 2020-2021 Budget (Six Month Review) | Page 5 |
| 2. Fiscal Year 2020-2021 Budget / Actual (Six Month Review) | Page 6 |
| 3. Fiscal Year 2020-2021 Capital Outlay (Six Month Review) | Page 7 |
| 4. Fiscal Year 2020-2021 Salaries, Wages, Benefits (Six Month Review) | Page 8 |
| 5. Fiscal Year 2020-2021 Operations Maintenance Expense (Six Month Review) | Page 9 |
| 6. Fiscal Year 2020-2021 Resale Materials, Contracts, Leases & Agreements
(Six Month Review) | Page 10 |

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OPERATIONS BUDGET
KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
Fiscal Year 2020-2021 Sixth Month Review

SOURCES OF REVENUES AND PROPERTY TAX APPROPRIATION	Adopted Budget FY 2020-2021	%	ACTUAL FYE 2021 as of Dec 31, 2020	%
Services Executed Revenues	\$ 84,000.00	38.1%	\$ 33,281.20	39.6%
Tax Appr. Based on (FY 2019-2020) Appropriations	\$ 100,000.00	43.9%	\$ 63,553.21	58.2%
Total Revenues and Tax Appropriations	\$ 184,000.00	82.7%	\$ 96,844.41	88.7%
INTEREST INCOME TRANSFERS IN				
Bisfal, Nicholas, and Company, Inc. (Endowment & PreNeed)	\$ 10,000.00	4.4%	\$ 10,605.18	8.7%
County of Kern Auditor Controller	\$ 3,500.00	1.8%	\$ 1,765.51	1.8%
Interest Income for Fiscal Year 2019-2020	\$ 13,500.00	5.9%	\$ 12,370.69	11.2%
MISCELLANEOUS INCOME RECEIVED & TRANSFER IN				
Miscellaneous Income: Donations	\$ -	0.0%	\$ -	0.0%
Miscellaneous Income: GSRMA (Conference Grant)	\$ -	0.0%	\$ -	0.0%
Transfer In from Fund #42013: FEMA/CalOES (Winter Storm 2017)	\$ 30,400.00	13.2%	\$ -	0.0%
Miscellaneous Income for Fiscal Year 2019-2020	\$ 30,400.00	13.2%	\$ -	0.0%
TRANSFER IN RESERVES FROM FUND #42010				
TRANSFER IN RESERVES FROM FUND #42010	\$ -	0.0%	\$ -	0.0%
PROJECTED END OF FISCAL YEAR RECOUP 2019-2020 TRANSFERS				
Total Recoup of Accounts Receivable (cash distribution only)	\$ -	0.0%	\$ -	0.0%
<small>Recoup is shown from previous year interest services provided. Contracts paid in full & refunded release of interest in 2020.</small>				
TOTAL ACTUAL & PROJECTED UNRESTRICTED REVENUES =	\$227,900.00	100.0%	\$109,215.10	100.0%

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**KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
 Fiscal Year 2020-2021 Sixth Month Review**

SALARIES and WAGES with EMPLOYEE RELATED TAXES & BENEFITS	Adopted Budget FY 2020-2021	%	ACTUAL FYE 2021 as of Dec 31, 2020	%
Total Salaries, Wages, Taxes, and Benefits Expense Distribution (page 2)	\$ 124,786.00	83.8%	\$ 50,275.50	83.8%
CalPERS: Annual Unfunded Accrued Liability (due July)	\$ 7,943.00	4.8%	\$ 7,678.00	8.7%
Total Salaries, Wages, Taxes, and Benefits Expense Distribution & CalPERS Accrued Liability	\$ 132,729.00	87.8%	\$ 57,953.50	73.8%
OPERATION and MAINTENANCE EXPENSE				
Total Operation and Maintenance Expense Distribution (page 3)	\$ 49,500.00	25.2%	\$ 15,460.36	19.8%
COST OF RESALE MATERIALS				
Resale Materials Expense Distribution (page 4) includes poly vaults	\$ 9,800.00	1.0%	\$ 526.48	5.7%
CONTRACTS, LEASES, AGREEMENTS AND/OR CONTINGENCY				
Contingency: just under .2% of projected gross (calc est \$229k x .1% = \$2,280)	\$ 2,300.00	1.2%	\$ 2,280.00	1.9%
FEMA and CalOES Contracts (Winter Storm January 2017) (6.28% of \$30,891 =)	\$ 1,931.00	1.9%	\$ 2,608.00	3.2%
TOTAL PROJECTED OPERATION EXPENDITURES =	\$ 196,260.00	100.0%	\$ 78,828.34	100.0%
<small>Note: Each category of the table projected operations and expenditures was divided into the total projected expenses to determine</small>				
Excess (deficient) of Revenues over (under) Expenditures =		\$ 31,640.00	\$ 30,386.76	

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**KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
 Fiscal Year 2020-2021 Sixth Month Review**

CAPITAL OUTLAY & EXPENDITURES	Adopted Budget FY 2020-2021	%	ACTUAL FYE 2021 as of Dec 31, 2020	%
Capital Outlay & Expenditures - Rose Garden Improvements (\$1,000 Donation)	\$ 200.00	3.9%	\$ -	0.0%
Capital Outlay & Expenditures - Rose Garden "Life is Eternal" Plaque	\$ -	0.0%	\$ 7,218.04	100.0%
Capital Outlay & Expenditures - Utility Vehicle	\$ -	0.0%	\$ -	0.0%
Capital Outlay & Expenditures - Improvements - Upgrades to Office & Structure	\$ 4,000.00	70.2%	\$ -	0.0%
Capital Outlay & Expenditures - Improvements - Block Markers	\$ 1,500.00	26.3%	\$ -	0.0%
Capital Outlay & Expenditures - Transition Driveway Asphalt Repair	\$ -	0.0%	\$ -	0.0%
TOTAL PROJECTED CAPITAL OUTLAY EXPENDITURES =	\$ 5,700.00	100.0%	\$ 7,218.04	100.0%
Excess (Deficient) of Revenues over (under) Operation and Capital Outlay Expenditures =	\$ 25,940.00	%	\$ 23,168.72	

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BUDGET FISCAL YEAR 2020-2021
Employee Wages and Employer related Payroll Taxes and Benefits Expenses
Sixth Month Review

DESCRIPTION	Randy Kyt	Laura Kyt	Groundsmen call in only	Office Assistant	TOTALS
	Salary	25 hours per week	minimum wage	minimum wage	
Hourly Rate	29.25	17.75	12.00	11.00	
Hours worked per year	1,040	320	102	0	
Total Hourly Compensation	\$ 30,420.00	\$ 5,680.00	\$ 1,224.00	\$ -	\$ 37,324.00
FICA #1 = 6.2% (Social Security)	\$ 1,886.04	\$ 352.16	\$ 75.89	\$ -	\$ 2,314.09
FICA #2 = 1.45% (Medicare)	\$ 441.09	\$ 82.36	\$ 17.75	\$ -	\$ 541.20
EDD - UI = 1.5% (First \$12,147)	\$ 182.21	\$ 182.21	\$ 18.36	\$ -	\$ 382.78
EDD - ETT = .10% (First \$12,147)	\$ 12.15	\$ 12.15	\$ 1.22	\$ -	\$ 25.52
CalPERS 8.794% (projected rate)	\$ 2,675.13	\$ 499.50	\$ -	\$ -	\$ 3,174.63
CalPERS (additional liability)					\$ 7,678.00
Monthly Health Ins Premium x 12 months	835.00 6	-	-	-	
Total Health Ins Premiums	\$ 5,010.00	\$ -	\$ -	\$ -	\$ 5,010.00
DESCRIPTION	Randy Kyt	Laura Kyt	Groundsmen call in only	Office Aid	TOTALS
Total Earnings	30,420.00	5,680.00	1,224.00	-	37,324.00
FICA #1 = 6.2%	1,886.04	352.16	75.89	-	2,314.09
FICA #2 = 1.5%	441.09	82.36	17.75	-	541.20
EDD - UI = 2.90% (First \$7,000)	182.21	182.21	18.36	-	382.78
EDD - ETT = .10% (First \$7,000)	12.15	12.15	1.22	-	25.52
CalPERS 8.081%	2,675.13	499.50	-	-	3,174.63
CalPERS (additional liability)	-	-	-	-	7,678.00
Total Med Ins Premiums	5,010.00	-	-	-	5,010.00
Christmas Bonus	-	-	-	-	-
TOTAL PAYROLL EXPENSE	\$ 40,626.62	\$ 6,808.38	\$ 1,337.22	\$ -	\$ 56,450.22
	Salary	Salary	Hourly	CalPERS (additional liability)	(7,678.00)
				Payroll FY 2020-2021	48,772.22

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KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT Fiscal Year 2020-2021 Operation and Maintenance Expense Distribution Budget							
Acct #	Description	Sixth Month Review		%	FY 2020-2021 As of Dec 31st	Excess / Deficit 2020-2021	Mgr's 2020-2021 Reallocation
		Budget 2019-2020	Budget 2020-2021				
	* Budget allocation changes restricted by Board						
5050	Clothing/Uniforms	200.00	200.00	0.4%	-	200.00	
5100	* Insurance - Commercial	4,431.00	4,431.00	9.0%	2,375.51	2,055.49	
5100	* Commercial includes - Vehicle 2006 Ford Escape	Included Above	Included Above			Included Above	
5101	* Insurance - Workers Comp	4,605.00	4,605.00	9.3%	2,234.75	2,370.25	
5120	Maintenance - Equipment (Repairs)	2,500.00	2,500.00	5.1%	208.73	2,291.27	
5130	Maintenance - Grounds	1,000.00	1,000.00	2.0%	28.88	971.12	
5131	Maintenance - Structures	400.00	400.00	0.8%	27.28	372.74	
5132	Maintenance - Well	1,500.00	1,500.00	3.0%	-	1,500.00	
5135	Maintenance - Gardens	300.00	300.00	0.6%	-	300.00	
5150	Memberships: CAPC and CSDA	700.00	700.00	1.4%	584.00	116.00	
5154	Advertising	0.00	0.00	0.0%	-	0.00	
5155	Subscriptions	100.00	100.00	0.2%	44.00	56.00	
5164	Improvements (beautification donation balance)	0.00	0.00	0.0%	-	0.00	
5165	Interest Expense: GSRMA insurance paid quarterly	80.00	80.00	0.2%	17.88	62.14	
5170	Office Supplies: Secretary	1,180.00	1,180.00	2.3%	307.99	852.01	(4.00)
5171	Office Supplies: General Supplies	500.00	500.00	1.0%	326.58	173.44	
5180	Professional Services:	see below	see below			see below	
5181	Professional Services: 5 Trustees (1 meetings = \$2,000)	2,100.00	2,100.00	4.2%	850.00	1,250.00	
5182	Professional Services: Bank Fees	0.00	0.00	0.0%	48.00	(48.00)	48.00
5183	Professional Services - County Admin	2,000.00	2,000.00	4.0%	223.90	1,776.10	(48.00)
5184	Pro Serv: Inters (Cem/Office) 5650, Maint. & Tech Support	1,000.00	1,000.00	2.0%	-	1,000.00	
5185	Pro Serv: Protection One (alarm) min. \$60 x 12 mo = \$720	800.00	800.00	1.6%	394.14	405.86	
5186	Pro Serv: Attorney Fees	300.00	300.00	0.6%	-	300.00	
5187	* Pro Serv: CPA Auditor (FY 2015/17, 17/18, 18/19, 19/20)	12,500.00	12,500.00	25.3%	-	12,500.00	(1,432.50)
5188	Pro Serv: Other (VJ Memorials)	750.00	750.00	1.5%	2,182.50	(1,432.50)	1,432.50
5188	Pro Serv: Other (Survivor Services)	999.00	999.00	2.0%	-	999.00	
5189	Pro Serv: Internet Server & AOL online service	900.00	900.00	1.8%	448.83	451.37	
5190	Pro Serv: CalPERG GASB 68 FEE 219 (Annual Fee)	850.00	850.00	1.7%	550.00	100.00	
5191	Pro Serv: Payroll Service (Paychex)	1,200.00	1,200.00	2.4%	970.42	229.58	
5200	Rents/Leases of Equipment (Post Office Box)	80.00	80.00	0.1%	64.00	(4.00)	4.00
5220	Small Tools & Supplies (under \$100)	500.00	500.00	1.0%	32.23	467.77	
5221	Large Tools & Equipment (over \$100 under \$499)	500.00	500.00	1.0%	-	500.00	
5222	Small Office Equipment (under \$499)	500.00	500.00	1.0%	207.27	292.73	
5249	Fuel: All Equipment includes Ford Escape	1,000.00	1,000.00	2.0%	539.86	460.14	
5250	Travel/Transportation/Mileage	100.00	100.00	0.2%	-	100.00	
5251	Conference, Workshop, Meeting (apply to GSRMA \$1,000 grant)	500.00	500.00	1.0%	-	500.00	
5260	Utilities (electricity, phones, and refuse)	5,000.00	5,000.00	10.1%	2,793.87	2,206.13	
5340	* State Board of Equalization (Sales Tax)	665.00	665.00	1.3%	-	665.00	
	TOTALS	49,500.00	49,500.00	100.0%	15,460.36	34,039.64	0.00

Handwritten notes:
 - Irrigation Valve
 - 11000
 - 4000

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**KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
 RESALE MATERIALS LIST and CONTRACTS, LEASES, and AGREEMENTS
 Budget Fiscal Year 2020-2021 Sixth Month Review**

RESALE MATERIALS LIST					
Acct #	Description	Budget 2020-2021	As of 31-Dec-20		Notes
					Vendor:
5230	Liners - Singles (24 X \$230 ea.)	5,520.00	-		February 2, 2021 inventory (17 vault)
5230	Liners - Singles Polyvault (6 x \$270 ea.)				February 2, 2021 inventory (2 vaults)
5230	Liners - Companions/Doubles (6 x \$450 ea.)				February 2, 2021 inventory (45 pre-set vaults)
5231	Bronze Death Date Plates & Plaque Scrolls	1,450.00	360.00		Matthews & Eagle Foundry
5232	Tile Etching Stencils & Sandblasting Services	see pg 7 - prof serv Acct#5158	see pg 7 - prof serv Acct#5158		VJ Memorial & Williams Monuments
5233	Cremation Bronze Casing Urns (48 x \$42 ea. +s/h)	1,872.00	-		February 2, 2021 inventory (3 bronze urns)
5233	Cremation Poly Vaults (Qty 9 x \$43.50 ea.)	395.00	-		Feb 2, 2021 inventory (3 single 1 double vaults)
5234	Headstone Vase Cups (\$6.00 each)	-	-		Feb 2, 2021 inventory (88 plastic vase cups)
5234	Headstone Vase Cups (\$12.50 each)	360.00	-		Feb 2, 2021 inventory (0 galvanized vase cups)
5235	Sand/Gravel for Headstone Foundations	-	-		Randy buys "Redi-Mix" concrete
5235	Concrete for Headstone Foundations & Misc.	203.00	166.48		Various Hardware Stores
TOTAL RESALE MATERIALS =		\$ 9,800.00	\$ 526.48		
CONTRACTS, LEASES, & AGREEMENTS					
Acct #	Description	Budget 2020-2021	As of 31-Dec-20		Notes
5340	None	-	-		
TOTAL		\$ -	\$ -		

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