

Kern River Valley Public Cemetery District  
Minutes of the Regular Board of Trustees Meeting – Tuesday, July 13<sup>th</sup>, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
Tuesday July 13<sup>th</sup>, 2021 @ 1:00 PM  
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

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

Guests: Sandra Wheeler, Financial Advisor

Absent: Harry Schustz, Chairperson/President, Board of Trustees

- A. CALL TO ORDER: Meeting was called to order by Acting Chairperson Blythe at 1:07 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. PROFESSIONAL PRESENTATION: Sandra Wheeler, Financial Advisor - Stifel Nicolaus & Co.
1. Financial Advisor Wheeler presented FYE financial investments for the district's Endowment Investment Portfolio and Pre-Need Investment Portfolio.
  2. Resolution #108: District Investment Policy: Board reviewed district's investment policy and Trustee Wenstrand moved to adopt Resolution #108 for FY 2021-2022; second by Trustee Montgomery and passed.
- F. SECRETARY'S REPORT: Laura Kyt, District Secretary
1. Modified Work for Secretary: Secretary Kyt resumed working part-time 20 hours per week on November 9<sup>th</sup>. Secretary continues to be under medical care since July, 2020 and has been in a medical care program.
  2. Professional Accounting Services Report: Secretary Kyt reports she has been in communication with Financial Accountant David Bruner with relation to importing and exporting the Peachtree Software and would like to complete FY 2016-17 and have it ready for auditor Robert Dennis. Accountant Bruner will determine how many fiscal years can be completed with each on site visit and also see if Auditor Dennis can complete the audits remotely. Accountant Bruner would like to continue until Fiscal Years 2017-18, 2018-19, 2019-20 and 2020-2021 are completed.
  3. Kern County Auditor/Controller's Inquiry: Secretary Kyt reports that Kern County Auditor Tom Jones and Auditor/Controller Assistant Shawn DeSchutter communicated via email with relation to the District's delinquent audits. The email correspondences were shared among the Trustees who had concerns with relation to get the audits back on track. Secretary Kyt responded to Mr. Jones via email after the board meeting on June 1<sup>st</sup> with regards to Accountant Bruner assisting with the financial reports and getting these off to Auditor Dennis in preparation for FYE 2017 audit.
- G. MANAGER'S REPORT: Randy Kyt, District Manager

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1. Department of Human Services: CalWORKS, MAOF and KHSD Programs: No participants assigned this month.
2. Survey Services for Historic Cemetery: Manager Kyt reports that Surveyor Schamber returned to the district with ground penetrating radar on June 26<sup>th</sup>. Survey Schamber performed another survey of Historic Cemetery to determine boundaries.
3. Water Delivery System Maintenance: Manager Kyt reported that Piute Pump Co. installed a deep well pump on June 25<sup>th</sup> at a cost of \$3,375. Trustee Montgomery met with Manager Kyt to see how the water delivery system works. Trustee Wenstrand asked why the District stopped pumping from the old mine. Manager Kyt explained why and the costs associated. Trustee Montgomery would like to see new piping added to the next agenda.
4. Special District Leadership Foundation: District submitted application for the 2021 District Technology Grant on June 4<sup>th</sup>. Notice application was not approved; arrived on July 8<sup>th</sup>, 2021.

H. RELEASE OF INTEREST AND REFUND:

1. Release of Interest in plot and Refund: Kim Walsma Section III-C, Block 391w, Single Lot D14: Trustee Wenstrand moved to transfer from County PreNeed Fund to County General Fund; second by Trustee Montgomery and passed.
2. Release of Interest in Plot and Refund: Kurt Walsma, Section III-C, Block 391w Single Lot D13; Trustee Wenstrand moved to transfer from County PreNeed Fund to County General Fund; second by Trustee Montgomery and passed.

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

Trustee Blythe: Rafting bus is blocking the driveway parking lot below and inquired why. Manager Kyt will look into this.

Trustee Montgomery: No comments

Trustee Olivares: FFA students would like to volunteer for community service hours.

Trustee Wenstrand: Reported challenges on his ranch operations.

Chairperson Schustz: Absent

J. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Arch Fence in Rose Garden needs to be addressed in the future.

Secretary Kyt: Shares CalPERS bill, \$9600.

- K. RECONVENE THIS MEETING FOR JULY 27<sup>th</sup>, 2021: Purpose of reconvening this meeting is to address unfinished business. Trustee Wenstrand moved to reconvene this meeting; second by Trustee Olivares and passed.

- L. NEXT REGULARLY SCHEDULED MEETING: Tuesday September 14<sup>th</sup>, 2021 at 1:00PM

- M. MOTION TO ADJOURN: Meeting was adjourned at 2:45 PM by Trustee Montgomery; second by Trustee Olivares and passed.

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Respectfully submitted by  
*John Blythe*

John Blythe  
District Administrative Assistant

*(These minutes were officially transcribed on June 27, 2024 for public record from meeting notes that were on file/available.)*