

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, May 12th 2020 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday May 12th, 2020 @ 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: John Blythe, Chairperson/President, Board of Trustees
Mark Montgomery, Member, Board of Trustees
Harry Schustz, Member, Board of Trustees
Gerald Wenstrand, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board
(One seat on the Board of Trustees is vacant.)

- A. CALL TO ORDER: Meeting was called to order by Chairperson Blythe at 1:00 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (4 Trustees Present; 1 Seat is Vacant)
- 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:
 - 1. Approval of March, 10, 2020 Regular Meeting Minutes
 - 2. Approval of April 7, 2020 Special Meeting Minutes
 - 3. Approval (subject to audit) of December Financial Report
 - 4. Approval (subject to audit) of January Financial Report
 - 5. Approval (subject to audit) of February Financial Report
 - 6. Request to Waive Non-Resident Fee: Interment of Mabel Ellis Ower
 - 7. Request to Wave Non-Resident Fee: Interment of Mary Apalatea

Motion was made by Trustee Schustz to approve consent agenda with correction to item #7 that Mrs. Apalatea was a resident of the valley for 68 years; second by Trustee Montgomery and passed.

- F. RELEASE OF INTEREST AND REFUND
 - 1. Release of Interest in Plot and Refund: Alvis Ary

Motion was made by Trustee Schustz to transfer from County PreNeed Fund #42012 in the amount of \$294.00 to County General Fund #42010; second by Trustee Montgomery and passed.

- G. MANAGER’S REPORT: Randy Kyt, District Manager
 - 1. Coronavirus / COVID-19: Manger Kyt reports he has been following County of Kern Department of Health and Guidelines and has been in communication with Matt Constaintine, head of the department. He has been in contact with Senator Grove’s office for updates on lockdowns and precautions the district is taking to prevent infection and office contamination. Limited graveside services, no chairs to practice social distancing.
 - 2. Memorial Day: It was recommended not to hold a Memorial Day Service this year due to the pandemic.

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3. Department of Human Services – CalWORKS and KHSD Programs: No participants are currently assigned by CalWORKS or KHSD at this time due to covid-19 pandemic.
4. Department of Human Services – CalWorks and KHSD Programs (Certificate of Coverage Expires July 1, 2020)
5. Mexican American Opportunity Foundation (MAOF): Worksite agreement signed on April 13, 2020 for subsidized employment training program. MAOF employment goal for work experience program is to facilitate placement of participants. MAOF participants assigned for training work full-time for six months only and receive full time pay. One participant was assigned for training as a groundskeeper on April 16, 2020.
6. Historical Cemetery: National Register of Historic Place Process: Manager Kyt reports that research will be required in order for the District to demonstrate the Historic Cemetery should be on NRHP.
7. Transition Driveway Asphalt Project: Kern Asphalt Paving and Sealing Co. Inc. was the lowest responsible bidder, awarded contract on April 7th. Contract revisions were required and reviewed with Chairperson Blythe and Manager Kyt. Adjacent property owner Mr. Steve Burns was notified on April 22 the day asphalt was sealed. Project bid was 33,100 and no contractor costs overruns occurred. Electrician was hired by the District at a cost of \$585 to safely disconnect and reconnect irrigation wires. District purchased and furnished all pipes, unions, valves, couplers, primer, glue etc. for the project. Final project cost report will be presented once FEMA close out documentation has been completed. Manager Kyt feels the team provided excellent service and results.
8. Historic Cemetery Activities: Manager Kyt reports the District has ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by the Board. Manger Kyt also reports that he will be sending plot maps to Loryne Schamber of Terralade Surveys. Surveyor Schamber is planning to do ground penetrating radar which was supposed to be completed in March, 2019.

H. EMPLOYEE NOTIFICATIONS AND REPORTS Laura Kyt, Secretary

1. Ethics AB 1234: Current for Employees Manager Kyt and Secretary Kyt
2. Workplace Anti-Harassment Training AB 1825: Current for Employees Manager Kyt and Secretary Kyt.

I. BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS Laura Kyt, Secretary

1. Ethics AB 1234: Current for Trustees Blythe, Schustz and Wenstrand. Not current for Trustee Montgomery.
2. Workplace Anti-Harassment Training AB 1825: Current for Trustee Schustz; not current for Trustees Blythe, Montgomery and Wenstrand.
3. Resignation: Trustee Steve Lott resigned March 10, 2020 due to moving to Arkansas and submitted 700 Form. Kern County Clerk was notified as was Supervisor Mick Gleason's office. Roster of Public Agencies Filings updated.
4. Notification Changes of Trustee Appointments submitted to: Insurance Carrier – Golden State Risk Management Authority; California Association of Public Cemeteries and California Association of Special Districts.

J. BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS Laura Kyt, Secretary

1. Alta One Federal Credit Union: Account Signature Cards need to be updated now that new board members have been appointed. Account authorization requests Secretary Kyt to obtain bank information only for both accounts necessary. Secretary Kyt indicates that new approved minutes to support action of the District Board of Trustees and copies of driver's licenses. Secretary Kyt recommends rescinding the motion made at the January 14, 2020

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board meeting and prepare new signature authorizations for the current board of trustees. This will be on the agenda at the next meeting.

2. Kern County – Processing Systems Signature Cards: Secretary Kyt prepared signature card to revoke authorization for Trustee Athchison and Trustee Lott. Secretary Kyt will prepare signature card for Trustee Montgomery.
3. Stifel, Nicolaus and Company, Inc. – Sandra Wheeler, Financial Advisor; agreements to transfer investments accounts from Wells Fargo Advisors to Stifel, Nicholas & Company, Inc. were completed as of April 1, 2020.

K. UNFINISHED BUSINESS: Laura Kyt, Secretary

1. Fiscal Year 2016-2017 Audit: Secretary Kyt reports the Auditor is confirmed to audit FY 2016-17 is budgeted for \$4,250 plus mileage. Due date for this audit for the State was January 31, 2018 and the County was June 30, 2018. Secretary Kyt's average hours worked in FY 16-17 is 25 hours per week. Secretary Kyt reports this is 75% complete.
2. Fiscal Year 2017-2018 Audit: Auditor is confirmed to audit FY 2017-18 is budgeted for \$4,250 plus mileage. Due date for this audit for the State was January 31, 2019 and the County is June 30, 2019. Secretary Kyt's average hours worked in FY 17-18 is 30 hours per week.
3. Fiscal Year 2018-2019 Audit: Auditor is confirmed to audit FY 2018-19 is budgeted for \$4,250 plus mileage. Due date for this audit for the State was January 31, 2020 and the County is June 30, 2020. Secretary Kyt's average hours worked in FY 18-19 is 40 hours per week.
Chairperson Blythe shares concerns with the audits being in delay. Manager Kyt feels there may be a grace period due to the current pandemic.
4. Cemetery Record Management Software – Intera: Secretary Kyt recommends June board agenda to decide to upgrade or not. Secretary Kyt will provide report.
5. District Policies and Procedures Handbook: CSDA offers Sample Policy Handbook for \$225. Secretary Kyt recommends for next board meeting to use it or not.
6. LAFCO Nomination: Trustee Schustz has rescinded his nomination process to serve as a representative of LAFCO.

L. NEW BUSINESS:

1. State of Economic Interests Form 700: Annual statements due June 1, 2020 have been submitted by all Trustees.
2. Roster of Public Agencies Filings: Annual Report of California Secretary of State roster and County of Kern Trustee roster was updated and due March 31st. No changes have been updated.
3. State of California Controller's Report: 2018-2019 Special District's Financial Transactions Report has been submitted. 2019 Government Compensation in California Report has been submitted.
4. Insurance Carrier – Golden State Risk Management Authority: Secretary Kyt recommends notifying GSRMA that District will exercise the right to consider changing insurance carriers. Motion was made by Trustee Schustz; second by Trustee Montgomery and passed.
5. Budget – Fiscal Year 2020-2021: Secretary Kyt presented to the Board the baselines for Operations and Maintenance, Resale Materials and Payroll Expenses for FY 2020-21 and auditor services and requests received to submit proposals by two other auditors. Motion was made by Trustee Schustz to schedule a special board meeting on June 18, @ 1:00 PM as annually planned for Fiscal Year Budget 2020-2021; second by Trustee Montgomery and passed.

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

Chairperson Blythe: It was nice to hear everyone on the phone.

Trustee Montgomery: No comment.

Trustee Schustz: No comment.

Trustee Wenstrand: No comment.

N. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: No comment.

Secretary Kyt: Has been looking at potential new board member to fill vacancy.

O. NEXT REGULARLY SCHEDULED MEETING: Tuesday July 14, 2020 at 1:00 PM

P. MOTION TO ADJOURN: Trustee Schustz moved to adjourn the meeting at 2:20 PM and was seconded by Trustee Montgomery and passed.

Respectfully submitted by
John Blythe

John Blythe
District Administrative Assistant

(These minutes were officially transcribed on June 12, 2024 for public record from meeting notes that were on file/available.)