

# MEETING AGENDA

## **BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT**

8441 Burlando Road  
P.O. Box 215  
Wofford Heights, CA 93285

### **Regular Meeting**

Thursday, January 21, 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: John Blythe

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

District Manager: Randy Kyt

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**

Action Required	<b><u>DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION</u></b>		
A	1)	Chairperson/President	<u>Action Required</u>
A	2)	Vice Chairperson/Vice President	<u>Action Required</u>

- 1) **SECRETARY'S REPORT** 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 July 7th
  - c) Secretary requests to continue a modified work schedule (20 hours per week) until next meeting
  - d) Discuss administrative backlog; the need to hire part-time office assistant; or an accountant

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

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<b>BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):</b>
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

<b>DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):</b>
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- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

- 1) **CONVENE JANUARY MEETING AND RECONVENE IN FEBRUARY** Discussion
- a) Reconvene for the purpose of finalizing the close out process related to FEMA-4305-DR-CA
  - b) And for the purpose of unfinished or other business that requires attention before next regular meeting
  - c) Review schedules of Trustees and Staff in order to reconvene today's regular meeting in February

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| Action<br>Required<br>A | 2) | <b><u>CONFIRM FEBRUARY MEETING SCHEDULE TO RECONVENE</u></b> | <u>Action Required</u> |
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- a) For the purposes as indicated in Item #1 above
- Action: b) Motion: schedule the date January's regular meeting is to reconvene

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| Action<br>Required<br>A | 3) | <b><u>SCOPE OF TRUSTEE'S COMPENSATION</u></b> | <u>Action Required</u> |
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- Action: a) Determine Trustee's compensation for attending this regular meeting (January 12, 2021)

- 4) **NEXT REGULAR MEETING:** Information
- Scheduled: March 9, 2020 at 1:00 p.m.

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| Action<br>Required<br>A | 5) | <b><u>MOTION TO CONVENE</u></b> | <u>Action Required</u> |
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- Action: a) Motion to convene - time meeting closed