

Kern River Valley Public Cemetery District  
Minutes of the Regular Board of Trustees Meeting – Tuesday, May 11<sup>th</sup>, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
Tuesday May 11<sup>th</sup>, 2021 @ 1:00 PM

District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

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 (arrived at 1:05PM)  
Gerald Wenstrand, Member, Board of Trustees  
Randy Kyt, District Manager  
Laura Kyt, District Secretary/Clerk of the Board

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:00 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (5 Trustees Present)
- 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:
  - A. Approval (subject to audit) of February Financial Report
  - B. Approval (subject to audit of March Financial Report

Motion was made by Trustee Blythe to pull items from the consent agenda; second by Trustee Montgomery and passed.

- F. EVALUATE INSURANCE CARRIER COVERAGE COSTS – Insurance Carrier Golden State Risk Management Authority: GSRMA was notified that the District is considering changing insurance carrier, due to change in coverage and costs primarily overpriced workers compensation insurance. Chairperson Schustz read a quote expected from McGriff Insurance Services between May 21<sup>st</sup> and June 1<sup>st</sup>. The board must take action before June 1<sup>st</sup>. The District must review inventory of real property, equipment, vehicles and personal property values needed as well as allowing volunteers.
- G. UNFINISHED BUSINESS: PROFESSIONAL ACCOUNTANT PROPOSAL: Accounting Service Proposal Requested from Professional Accountant: Secretary Kyt reports that since the last board meeting, she has received proposals from an eight additional accountants. Most accountants are wrapping up tax reporting. Secretary Kyt reports that accountants and their staff traveling to the district may be a concern and recommends that the search continue for an accountant until the next meeting.
- H. 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 9<sup>th</sup> 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.
- I. MANAGER’S REPORT: Randy Kyt, District Manager
- A. Department of Human Services – CalWORKS, MAOF and KHSD Programs: Manager Kyr reports no 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. Water Delivery System Maintenance: Manager Kyt reports the water delivery system performance is inadequate. Piute Pump Company treated the well on April 2<sup>nd</sup> and April 4<sup>th</sup>.
  - C. Surveillance Camera Installed: Surveillance cameras can record and can be monitored by Manager Kyt’s cell phone.
  - D. Office Carpet: Carpet in main office has large unknown stain that may be mildew. Manager Kyt is seeking advice on how to remove stain. Manager Kyt will clean stain.
  - E. Memorial Day Planning: Manager Kyt reports that the Memorial Day ceremony is scheduled for May 31<sup>st</sup>, at 11:00AM. Senator Shannon Grove will be the keynote speaker and social distancing and masks required.
  - F. Historic Cemetery Activities: Surveyor Schamber is planning to come to the district on May 15.
- J. NEW BUSINESS:
1. State of California Controller’s Report: Secretary Kyt reports that the 2019-2020 Special Districts Financial Transaction Report was transmitted in February and the 2020 Government Compensation in California Report has been transmitted in April.
  2. New Office Workstation: Office workstations have been purchased and will be built once the carpet is resolved.
  3. Cemetery Fee Register Revision: The board discussed etching fees charged by contractor and to revise to the fees the district charges for etching granite tiles. Trustee Olivares inquired what other comparable cemetery districts in the county charge. Manager Kyt believes it is about \$5 per letter. Trustee Wenstrand moved to adopt revisions; second by Trustee Blythe and passed.
- K. DISTRICT ADOPTED BUDGETS AND APPROVE: FISCAL YEAR 2021-2022 BUDGET BASELINE: Due to the budget baselines not being available for this meeting, Trustee Blythe motioned to table and defer the FY 2021-2022 Budget Baseline to the next board meeting; second by Trustee Wenstrand and passed.
- 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, Montgomery, Olivares, Schustz. Training assigned to Trustee Wenstrand.
  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 31<sup>st</sup>.
  5. California Association of Public Cemeteries: Nominations for CAPC Board of Directors are now being accepted. Deadline to submit your candidate consent for mis October 31, 2021. There were no nominations from this meeting.

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

Trustee Blythe: Talked about being adopted and that he met his biological family recently. He has two new younger brothers, one had been looking for him for over fifteen years and another younger brother grew up in Bakersfield and is a distant relative of Tim Unruh, district manager of Kern County Cemetery District.

Trustee Montgomery: Would like to discuss the water delivery system with Randy so he can begin to do some research.

Trustee Olivares: Seen a lot of homeless people traveling between Kernville and Wofford Heights and it is critical that the district install the surveillance camera and to be vigilant in that regard.

Trustee Wenstrand: National Policemen Week and thanked Trustee Olivares for his service as a law enforcement officer.

Chairperson Schustz: Thanked everyone for their time this afternoon and would like to assist with the work stations.

N. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Praying for a productive summer

Secretary Kyt: Thanked everyone for their patience.

O. RECONVENE THIS MEETING FOR JUNE 1<sup>ST</sup>: Reconvening this meeting is for the purpose of final consideration to change insurance carriers after quote is received and to accept proposal from accounting firm services as well as other unfinished items that require the board's attention.

P. CONFIRM JUNE MEETING SCHEDULE TO RECONVENE: Trustee Blythe moved to reconvene this meeting in June; second by Trustee Olivares and passed.

Q. NEXT REGULARLY SCHEDULED MEETING: Tuesday July 13, 2021 at 1:00PM

R. MOTION TO ADJOURN: Meeting was adjourned at 2:45 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 27, 2024 for public record from meeting notes that were on file/available.)*