

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Due to lack of quorum the January 12th regular meeting was rescheduled to January 21st at 1:00 p.m. which by action of the Board of Trustees was convened for the purpose of finalizing the close out of the FEMA projects and other District reporting requirements dealing with important deadlines. Action was taken by the Board of Trustees to Re-convene on Wednesday February 10th at 1:00 p.m.

Re-Convene January 2021 Regular Meeting

Wednesday, February 10, 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: Harry Schustz

Trustees: John Blythe, Mark Montgomery, Esteban Olivares, Gerald Wenstrand

District Manager: Randy Kyt (Cell Phone: 760-549-3468)

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!**

CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

CA

RELEASE OF INTEREST AND TRANSFER

Consent Agenda

- 1) Release of Interest in 2nd level vault of plot reserved for Conrad and Anita Robles
 - a) Section III-B, Block 358, Companion Traditional (casket) Lot D15 (system #7614)
 - b) Reason: Cremation of Anita Robles was interred under Conrad and Anita Robles' headstone
 - c) 2nd level vault would remain empty unless it was officially transferred to a family member
 - d) Transfer authorization: Daughter Frances Harbor and son Robert Robles released 2nd level vault
 - e) 2nd level vault was transferred to Robert Robles' son Ramon Robles reserving vault for his interment
 - f) Refund: no pre-paid cemetery rights & fees were paid; therefore the only pre-paid item is the vault itself
 - g) Robert Robles and/or his family members will pay all related interment and service fees to inter Robert

CA

DISTRICT MINUTES & REPORTS

Consent Agenda

- | | |
|---|---|
| <ol style="list-style-type: none"> 2) Approval (subject to audit) of March Financial Report 3) Approval (subject to audit) of April Financial Report 4) Approval (subject to audit) of May Financial Report 5) Approval (subject to audit) of June Financial Report 6) Approval (subject to audit) of July Financial Report 7) Approval (subject to audit) of August Financial Report 8) Approval (subject to audit) of September Financial Report 9) Approval (subject to audit) of October Financial Report 10) Approval (subject to audit) of November Financial Report | <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>November Packet</i></p> <p><i>February Packet</i></p> <p><i>February Packet</i></p> |
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Action Required
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APPROVAL OF THE CONSENT AGENDA

- 1) All items listed with a "CA" are considered to be routine and approved by one motion unless an item is pulled. Each pulled item will be heard in open session in number sequence order after approval of consent agenda. Action on each item pulled will be taken after discussion of the item pulled.

Action Required

DISTRICT MINUTES & REPORTS

Information

Due to disability of District Clerk of the Board this following portion is unfinished business Scheduled to be presented at the next regular board meeting on the 9th of March

- 1) Approval of May 12, 2020 Regular Meeting Minutes
- 2) Approval of June 18, 2020 Special (Budget) Meeting Minutes
- 3) Approval of July 14, 2020 Convened Regular Meeting Minutes
- 4) Approval of August 4, 2020 Reconvened Regular Meeting Minutes
- 5) Approval of September 8, 2020 Regular Meeting Minutes
- 6) Approval of November 19, 2020 Regular Meeting Minutes

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SECRETARY'S REPORT

- 1) Secretary Kyt Requests to Continue Modified Part-Time Schedule 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 on July 7, 2020
 - c) Secretary requests to continue a modified work schedule (20 hours per week) until next meeting

- 2) Secretary Report: Administrative Back Log Discussion
 - a) Administrative backlog discussed at the January 21st meeting
 - b) Secretary reports that the State Controller's Report has been completed
 - c) Secretary reports that the Sales Tax Return has been completed and taxes paid
 - d) Secretary reports that research has been completed pertaining to 1099 MISC recipients; no 1096 return filed
 - e) Secretary reports that the all County Funds (#42010; #42011; #42012; #42013) are reconciled to December
 - f) Secretary reports that the AltaOne Federal Credit Union bank accounts are reconciled to January 31st
 - g) Secretary reports that the trustees' monthly financial reports are current as of December 31st
 - h) Secretary reports that backlog exists with District interment records data base
 - i) Secretary reports that the interment records data base has problems; software has never been updated

- 3) Secretary Requests Assistance Discussion
 - a) Secretary reports that she has spoke with Auditor Mr. Dennis regarding delinquent audits
 - b) Auditor recommends that the District hire a professional accountant to assist with delinquent audits
 - c) Secretary reports she has made contact with a professional accountant who can assist
 - d) Secretary reports that she has one of the audit periods close to finished (FY 2016-2017)
 - e) Secretary reports that the accountant could assist with FY 2017-2018; FY 2018-2019; & FY 2019-2020
 - f) Secretary reports that the Board of Trustees could take action to request a proposal from accountant

Action
Required
A

- 4) Request Proposal From Professional Accountant Action Required
 - a) Discuss action to request proposal from professional accountant
 - b) Authorize Secretary to request proposal from professional accountant

Action:

MANAGER'S REPORT

- 1) CalPERS: Amend Contract Discussion
 - a) Currently full-time employees and part-time employees are eligible to receive the benefit of CalPERS
 - b) CalPERS Actuarial Valuation - Hypothetical Termination Liability Report - As of June 2018
 - c) The District can amend the CalPERS contract so that part-time employees are not eligible for CalPERS benefit
 - d) The contract amendment should also exclude private contractors from receiving the benefit of CalPERS
 - e) An example of a private contractor is a landscape company or an independent bookkeeper or accountant
 - f) CalPERS Retirement Contract Services Unit will provide the documents for adoption by Board of Trustees
 - g) Mgr Kyt requests guidance and authorization from the Board of Trustees to begin the process (September)
 - h) Review email received from CalPERS regarding the basic eligibility rules listed below
 - i) Basic eligibility rule #1: no benefits if employment is full-time but less than nor equal to a 6 months tenure
 - j) Basic eligibility rule #2: no benefits if position is less than 1000 hours in a fiscal year [19 hours x 52 weeks]
 - k) Discuss CalPERS Actuarial Valuation - Hypothetical Termination Liability Report - As of June 2019

- 2) Desert Memorial Park (Cemetery) - Ridgecrest Discussion
 - a) Owner Debra Holland privately owns Desert Memorial Park offers her cemetery to District by annexation
 - b) Mgr Kyt contacts LAFCO and discusses concept with Executive Blair Knox
 - c) Process to annex Desert Memorial Park is very expensive to accomplish
 - d) Review expenses the District will incur with the responsibility of serving the Ridgecrest community
 - e) Mgr Kyt plans to visit Desert Memorial Park for an onsite inspection if Trustees deems it necessary
 - f) Mgr Kyt has not visited Desert Memorial Park due COVID-19

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HISTORIC CEMETERY ACTIVITIES

- | | | | |
|-----------|-----|--|--------------------|
| | 1) | Historic Cemetery Sale of Plots and Interment Activity | <u>Information</u> |
| Nov 2018 | | a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees | |
| Sept 2019 | | b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop | |
| Oct 2019 | | c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds | |
| Oct 2019 | | d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt | |
| Oct 2020 | | e) No interment activity or plot purchase requests to date | |
| Dec 2020 | >>> | f) One traditional casket interment occurred on December 26th - Nora "Lou" Sanders | |
| | 2) | Survey Services for Historic Cemetery | <u>Discussion</u> |
| | >>> | a) Progress Report: Mgr Kyt reports contact with Surveyor Schamber | |

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

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|--|----|--|--------------------|
| | 1) | Ethics AB 1234 Training - progress report | <u>Information</u> |
| | | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | | b) Certification is current for Trustees: Blythe, Montgomery, Olivares, Schustz, and Wenstrand | |
| | 2) | Workplace Anti-Harassment Training AB 1825 - progress report | <u>Information</u> |
| | | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | | b) Certification is current for Trustees: Blythe, Olivares, Schustz, and Wenstrand | |
| | | c) Training assigned to: Montgomery | |

UNFINISHED BUSINESS

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|--|----|---|--------------------|
| | 1) | Fiscal Year 2016-2017 Audit | <u>Information</u> |
| | | a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage) | |
| | | b) Due dates for audit: State is January 31, 2018 and County is June 30, 2018 | |
| | | c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week | |
| | | d) Progress report by Secretary | |
| | 2) | Fiscal Year 2017-2018 Audit | <u>Information</u> |
| | | a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage) | |
| | | b) Due dates for audit: State is January 31, 2019 and County is June 30, 2019 | |
| | | c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week | |
| | | d) Progress report by Secretary | |
| | 3) | Fiscal Year 2018-2019 Audit | <u>Information</u> |
| | | a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage) | |
| | | b) Due dates for audit: State is January 31, 2020 and County is June 30, 2020 | |
| | | c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week | |
| | | d) Progress report by Secretary | |
| | 4) | Fiscal Year 2019-2020 Audit | <u>Information</u> |
| | | a) RT Dennis Accountancy approved to perform audit services for fiscal year 2019-2020 | |
| | | b) Due dates for audit: State is January 31, 2021 and County is June 30, 2021 | |
| | | c) Secretary's average hours worked in FY 2019-2020 = 40 hours per week | |
| | | d) Progress report by Secretary | |

NEW BUSINESS

- 1) California Special Districts Association Information
 - a) Handout: "Coming Soon 2021 New Member Benefits"
 - b) Confirm that all trustees are receiving CSDA magazines

- 2) Interment Order Forms Discussion
 - a) Currently interment orders (authorization by family member to inter) are typed and have yellow carbon
 - b) Forms are ordered in lots of 500 and are expensive; typewriter is not dependable
 - c) Secretary has created a form in Microsoft Excel that will eliminate the need to buy printed forms
 - d) Printed forms will run out before the end of this fiscal year and new form to be implemented

- 3) Payroll Corrections Performed Information
 - a) At the beginning of FY 2020-2021 management staff were given pay increases
 - b) Payroll service processed the first payroll of the new fiscal year correct; errors occurred after that
 - c) Randy Kyt's CalPERS deduction was not correct and has been corrected; deduction adjustment performed
 - d) Laura Kyt's CalPERS deduction was not correct and has been corrected; deduction adjustment performed
 - e) Laura Kyt's salary increase was reduced; salary should have been increased but was decreased
 - f) Payroll corrections have been performed for both Randy Kyt and Laura Kyt; adjustments documented

2017 DISASTER STORM (FEMA DR-4305)

- 1) 2017 Disaster Storm (FEMA DR-4305) Recovery Process Discussion
 - a) Category G report due to FEMA submitted on Tuesday September 15th to begin close out process
 - b) Review project completion and certification report prepared to close out claim

Action
Required
A

- 2) 2017 Disaster Storm (FEMA DR-4305) Authorized Representatives Action Required
 - a) Currently there are two authorized representatives of the District identified by FEMA
 - b) Prior Trustee Jill Sloan-Thurman and Manager Randy Kyt are the authorized representatives of the District

Action: c) Remove prior Trustee Jill Sloan-Thurman as an authorized representative

Action: d) Authorize Chairperson Harry Schustz as the replacement authorized representatives of the District

A

- 3) 2017 Disaster Storm (FEMA DR-4305) Representative Responsibilities Action Required
 - a) Designate representatives (agents) to execute project close out decisions for and on behalf of the District
 - b) Authorize Chairperson Schustz or Mgr Kyt to sign the final project completion and certification reports
 - c) Allow agents to request a time extension if further clarification of the projects are needed

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ADD ITEMS FOR FUTURE AGENDAS

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BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

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

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

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|--------------------------------|---|------------------------|
| Action Required A | 1) SCOPE OF TRUSTEE'S COMPENSATION | <u>Action Required</u> |
| | <i>Action:</i> a) Determine Trustee's compensation for attending this regular meeting (February 10, 2021) | |

NEXT REGULAR MEETING:

Scheduled: March 9, 2020 at 1:00 p.m.

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|--------------------------------|--|------------------------|
| Action Required A | 1) MOTION TO ADJOURN: <i>time meeting adjourned</i> | <u>Action Required</u> |
| | <i>Action:</i> a) Action to close | |

END PAGE #6