

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Tuesday, May 10, 2022
1:00 P.M.

Chairperson: Harry Schustz

Trustees: John Blythe, Charles Lee, Mark Montgomery, Esteban Olivares

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, Lee, Montgomery, Olivares, Schustz

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

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.

DISTRICT FINANCIAL REPORTS

Consent Agenda

- 1) Approval (subject to audit) of February Financial Report
- 2) Approval (subject to audit) of March Financial Report

NON-RESIDENT FEE WAIVED

Consent Agenda

- 1) Request received to waive non-resident fee: Marilyn Hyer
 - a) Cremation interment: December 4, 2021 [Section III-B, Block 359, Lot A3(b)]
 - b) Mrs. Hyer relocated to Idaho to live near family in 2020
 - c) Mrs. Hyer was a resident of the valley for 15 years - she lived in Lake Isabella
- 2) Request received to waive non-resident fee: Edith Norris
 - a) Traditional Casket interment: February 10, 2022 [Section III-B, Block 327, Lot A1(b)]
 - b) Mrs. Norris relocated to Bakersfield, California to live near family in 2020
 - c) Mrs. Norris was a resident of the valley for 30 years - she lived in Weldon
- 3) Request received to waive non-resident fee: Peggy Stuhr
 - a) Cremation interment: February 19, 2022 [Section Hexagon C, Block 5, Lot B8]
 - b) Mrs. Stuhr relocated to Yucaipa, California to live near family in 2021
 - c) Mrs. Stuhr was a property owner in Wofford Heights at the time of her death
- 4) Request received to waive non-resident fee: Amelia Casaletti
 - a) Cremation interment: April 29, 2022 [Section Rose Garden, In Ground Lot 229]
 - b) Mrs. Casaletti relocated to Bakersfield, California to live near family in 2013 for health reasons
 - c) Mrs. Casaletti was a property owner in Lake Isabella until 2019 - it was transferred to her daughter

RELEASE OF INTEREST AND TRANSFER

Consent Agenda

- 1) Release of Interest and Transfer for David Sweeney
 - a) From: Section II, Block 110, Lot D16 (system #846 & #853)
 - b) To: Section II, Block 111, Lot C9 (system #13153)
 - c) Reason: Mr. Sweeney changed arrangements from casket interment to cremation at the heart of his wife
 - d) Administrative fee of \$125 was waived to process the transfer transaction
 - e) Fee was waived because District gained back a full casket plot
- 2) Release of Interest and Transfer for Nancy Moore (aka) Nancy Razors
 - a) From: Section II, Block 110, Lot D13 (system #1561)
 - b) To: Section II, Block 110, Lot D16 (system #13160)
 - c) Reason: her original plot was discovered to be in a very difficult plot to open for a casket interment
 - d) Fee was waived because District gained back this difficult plot to open and close

END PAGE #2

Action
Required
A

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

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 9, 2020
 - 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
 - d) Due to special admission into a medical care program Secretary needs more time to complete treatments
 - e) Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time
 - f) Secretary reports that the backlog of work proving difficult to bring current while working part-time
 - g) Secretary reports medical discharge to return to full-time work has not been obtained
- On Apr. 23 >>> h) Secretary reports that although she is not returned to full-time she has increased her hours to 30 per week

CLERK SPECIALIST RECEPTIONIST POSITION

- 1) Office Staff Personnel Information
- Feb. 7 a) Authorize staff to begin the process of hiring part-time office staff for Accounts Receivable desk
 - ↓ b) Approve hourly rate of pay (minimum wage is \$14 per hour)
 - ↓ c) Approve number of hours per week new hire to work (1000 hours per year or less)
 - Mar. 8 d) American Job Center (Lake Isabella) has publicly posted that the District is accepting resumes
 - ↓ e) Resumes meeting job description qualifications have been received
 - ↓ f) Interview selection of the most qualified applicants to begin on Wednesday March 9th
 - ↓ g) Expected first day of work for Clerk Specialist Receptionist scheduled for March 26th
 - May 10 h) Applicant selected for Clerk Specialist Receptionist began work on March 28th
 - ↓ i) Employee hired as Clerk Specialist Receptionist's last day of work was on May 4th
 - ↓ j) Interviews scheduled for the week of May 16th

PROFESSIONAL ACCOUNTING SERVICES

- 1) Professional Accounting Services Report Information
- a) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work
 - b) CPA Bruner is knowledgeable about importing and exporting data using the Sage Peachtree software
 - c) CPA Bruner will be scheduled in July to begin the process of performing accounting services onsite
 - d) CPA Bruner believes that he will be able to complete the 2016-2017 reports for the audit in one to two days
 - e) CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
 - f) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the audit
 - g) Auditor Dennis may be able to perform the audit from a remote site after CPA Bruner completes the reports
 - h) After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports
 - i) CPA Bruner will determine how many fiscal years he can complete with each onsite visit
 - j) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed
 - k) CPA Bruner has been scheduled to start financial reports FY 2016-2017 mid month in August
 - l) Per the request of CPA Bruner we rescheduled to accommodate his schedule (week of August 30th)
 - m) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed
 - n) Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled
 - o) CPA Bruner is available to perform accounting services in the month of November
 - p) Schedule conflicts; District management suffered severe illnesses during the month of January
 - >>> q) Progress Report

MANAGER'S REPORT

- 1) **Department of Human Services - CalWORKS and KHSD Programs** Information
 - a) No participants are currently assigned by CalWORKS for training as a groundskeeper
 - b) No participants are currently assigned by KHSD for training as a groundskeeper

- 2) **Court Ordered Community Service Worker Program** Information
 - a) One student working to complete 80 hours of community service

- 3) **Condition of Cemetery Lawns** Discussion
 - Mar. 8 a) All sections of the cemetery are diminished due to lack of water
 - ↓ b) Lack rainfall promotes excessive weed growth
 - ↓ c) Mgr Kyt reports trees and evergreens are dying
 - ↓ d) Trees are watered periodically to prevent loss
 - ↓ e) Visitors are discouraged because of the rodent population damage to all sections and care of headstone
 - >>> f) Damage to sprinkler system causing extensive repairs

- 4) **Water Delivery System Maintenance** Information
 - Mar. 8 a) Mgr to schedule preventative maintenance with Piute Pump Company, Inc.
 - ↓ b) Review water delivery system maintenance budget
 - >>> c) Maintenance was performed on April 11th

- 5) **Memorial Day Planning** Information
 - a) Guest Speaker: Officials from Supervisor Phillips office and Congressman McCarthy's office
 - b) Scheduled for 11:00 pm on Monday May 30th
 - c) Regular program and participants expected
 - d) Social distancing and masks recommended

BOARD MEMBER & STAFF REQUIRED TRAINING STATUS REPORT

- 1) **Ethics AB 1234 Training - progress report** Information
 - a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Lee, Montgomery, Olivares, and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - d) Training assigned to: Secretary Kyt (certification expired February 21, 2022)

- 2) **Workplace Anti-Harassment Training AB 1825 - progress report** Information
 - a) Training may be completed at www.targetsolutions.com/kernrivercd
 - b) Certification is current for Trustees: Blythe, Lee, Montgomery, Olivares, and Schustz
 - c) Certification is current for Staff: Manager Kyt
 - d) Training assigned to: Secretary Kyt (certification expired January 1, 2022)

LAFCo Nominations

- 1) **LAFCo: Kern Local Agency Formation Commission** Discussion
 - Mar. 8 a) LAFCo Board - Directors/Trustees/General Manager call for nomination
 - ↓ b) Appointment of one LAFCo Independent Special District Representative and one Alternate
 - ↓ c) Four year term ends May 2026
 - May 10 d) Trustee Blythe self nominated after March 8th board meeting and is on the ballot
 - ↓ e) Manager Kyt cast ballot in favor of Trustee Blythe

