

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

July 14th regular meeting was postponed due to quorum issues

Today's meeting replaces the July 14th regular meeting

Wednesday, August 30, 2023

1:00 P.M.

Chairperson: Harry Schustz

Trustees: Peggy Agapiou, Mark Montgomery, Esteban Olivares, Michael Ryan

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: Agapiou, Montgomery, Olivares, Ryan, 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

Trustee Appointment by Kern County Board of Supervisors

- | | | |
|-----------|---|-------------------|
| 1) | Welcome newly appointed Trustee Peggy "Kathy" Agapiou | <u>Discussion</u> |
| | a) Trustee Agapiou appointment began August 22, 2023 and expires on November 27, 2024 | |
| | b) Assuming Office: Filing of Statements of Economic Interests due September 20, 2023 | |
| | c) Ethics AB1234 and Anti-Harassment AB1825 assigned | |
| 2) | Welcome newly appointed Trustee Michael Ryan | <u>Discussion</u> |
| | a) Trustee Ryan appointment began August 22, 2023 and expires November 27, 2026 | |
| | b) Assuming Office: Filing of Statements of Economic Interests due September 20, 2023 | |
| | c) Ethics AB1234 and Anti-Harassment AB1825 to be assigned | |

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

- | | | |
|----------|--|-----------------------|
| | | <u>Consent Agenda</u> |
| C | 1) Approval (subject to audit) of May Financial Report | <i>July Business</i> |
| C | 2) Approval (subject to audit) of June Financial Report | <i>July Business</i> |

APPROVAL OF THE CONSENT AGENDA

- | | | | |
|------------------------|-----------|--|------------------------|
| Action Required | | | |
| A | 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. | <u>Action Required</u> |

MANAGER'S REPORT

- | | | |
|-----------|---|-------------------|
| 1) | Department of Human Services - CalWORKS and KHSD Programs | <u>Discussion</u> |
| | 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 | |
| | c) Without utilization of these programs Mgr has had to use on-call staff to help with services & maintenance | |
| 2) | Department of Human Services - CalWORKS Agreement Renewed | <u>Discussion</u> |
| | a) New cooperative agreement entered into with County of Kern effective May 1, 2023 through April 30, 2025 | |
| | b) District agrees to provide work experience for participants in the CalWorks Program | |
| | c) Program shall enhance and renew job skills; build work habits; expedite the transfer to paid employment | |
| | d) Participants are paid wages through CalWorks; workers compensation insurance is covered by CalWorks | |
| | e) COVID caused suspension of program from 2020-2022 | |
| 3) | Community Service - Camp Owen Sunday Crews | <u>Discussion</u> |
| | a) Project: Historic Cemetery - placed straw waddle barriers against fence line to prevent flooding from lake | |
| | b) Project: Grounds Maintenance - Historic Cemetery and Section III-A | |

MANAGER'S REPORT *continued*

| | | <u>Discussion</u> |
|------|--|-------------------|
| | 4) Condition of Cemetery Lawns | |
| 2022 | Mar. 8 a) All sections of the cemetery are diminished due to lack of water | |
| ↓ | ↓ b) Lack of rainfall promotes excessive weed growth | |
| ↓ | ↓ c) Mgr Kyt reports trees and evergreens are dying | |
| ↓ | ↓ d) Trees are watered periodically to prevent loss | |
| ↓ | ↓ e) Visitors discouraged because rodent population has caused damage to all sections; care of headstones | |
| ↓ | May 10 f) Damage to sprinkler system caused extensive repairs - Section III-A | |
| ↓ | July 12 g) Mgr Kyt applied LT120 - a specialized long-term soil surfactant formula to cemetery lawns | |
| ↓ | ↓ h) Mgr Kyt met with Paul from Gardener's Supply who traveled to District to evaluate condition of lawns | |
| ↓ | ↓ i) Paul/Gardener Supply suggest that water has a high content of salt and alkaline recommends product to use | |
| ↓ | ↓ j) Paul/Gardener Supply took soil samples - he will analyze soil content and make recommendations | |
| ↓ | Sept 20 k) Water production of well #1 is inadequate; Mgr Kyt has reduced length of time irrigating district | |
| ↓ | ↓ l) Mgr Kyt purchased a water holding tank to transport outside water source | |
| ↓ | Nov 3 > m) Fire dept. captain Jim Phillips & crew remove dead pine front of Section 1+ big stump between Section 1 & 2 | |
| ↓ | Dec 19 n) Landscape alternatives: without water lawns will turn to dirt - consider example of Historic Cemetery | |
| ↓ | ↓ o) Other landscape alternatives: limit tree replacements and consider more drought resistant plants | |
| 2023 | Jan 10 p) Rainfall saturation in the month of January | |
| ↓ | May 25 q) Complaint regarding lawns received from family member of person interred in Section III-C | |
| ↓ | Aug 30 r) Rainfall saturation in the month of August - brings growth to lawns | |

| | | <u>Discussion</u> |
|------|---|-------------------|
| | 5) Tree and Landscape Maintenance | |
| 2023 | Jan 10 a) Season to burn excessive dead limbs and shrubs | |
| ↓ | ↓ b) Season to spray pre-emergent to kill seeds of weeds | |
| ↓ | Aug 30 c) Tree Report: excessive pine needles fall from trees | |
| ↓ | ↓ d) Irrigation Report: multiple repairs to valves and sprinklers | |

| | | <u>Discussion</u> |
|------|--|-------------------|
| | 6) Water Delivery System #1 - active well | |
| 2023 | May 25 a) Mgr Kyt met with Rick from Piute Pump - recommends chemical treatment | |
| ↓ | ↓ b) Rick from Piute Pump hospitalized - treatment was performed | |
| ↓ | ↓ c) Mgr Kyt met with Randy from Precision on May 9th - evaluation of water supply - recommends monitoring | |
| ↓ | ↓ d) Water production is currently stable and sufficient due to increased water table | |
| ↓ | Aug 30 e) Summer of 2023 active well produced 50% of what is needed to irrigate properly | |

| | | <u>Discussion</u> |
|------|--|-------------------|
| | 7) Water Delivery System #2 Development Grant Process | |
| 2022 | June 30 Paid \$2,400 for ground water survey performed by "Puwane" (aka Water Prospector) found 3 sites for drilling | |
| ↓ | July 12 a) Mgr Kyt seeking grants through Self Help Enterprise recommended by Senator Grove not available to Dist. | |
| ↓ | Sept 20 b) Grant Application: California Dept of Water Resources "Small Community Drought Relief Grant" opportunity | |
| ↓ | ↓ c) Request pledge of support from Senator Grove, Congressman McCarthy, Assemblyman Mathis, Supervisor Peters | |
| ↓ | ↓ d) Sample letter addressed to California Dept of Water Resources for potential supporting partners | |
| ↓ | Dec 19 e) Progress Report; Senator Grove has submitted a letter of support | |
| 2023 | Jan 10 f) Progress Report: grant has been submitted - may be delayed - agency is dealing with flood crisis | |
| ↓ | May 25 g) Received an email from Senior Engineer Ms. Misaghi - it was determined that there is no funding for KRVC | |

MANAGER'S REPORT *continued*

| | | 8) Property Adjacent to the Historic Cemetery Research | <u>Discussion</u> |
|------|---------|---|-------------------|
| 2022 | Sept 20 | a) Mgr Kyt researches ownership of properties adjacent to Historic Cemetery to reclaim access to BBGM water | |
| | ↓ | b) Real Estate Inquiry: Evan Nelson, Project Manager USACE Army | |
| | ↓ | c) Real Estate Inquiry: Gerald Hitchcock, Sequoia National Forest Deputy District Ranger | |
| | ↓ | d) Real Estate Inquiry: Keith Stone, Hydrologist and Forest BAER Coordinator | |
| | ↓ | Dec 19 e) Progress Report: Inquiry with lead engineer of Army Corps Engineer regarding USACE land access | |
| 2023 | Jan 10 | f) Progress Report: Dam Engineer Victor Ozuna plans to visit site when weather improves | |
| | ↓ | May 25 g) Progress Report: property research underway by Engineer Ozuna | |
| | ↓ | Aug 30 h) Site Visit (February 13): Mgr Kyt and USACE Engineer Victor Ozuna | |
| | ↓ | i) Site Visit: (July 31): Mgr Kyt and Chairperson Schustz met Supervisor's representative Cody Criswell | |
| | ↓ | j) Site Visit: (August 3): Mgr Kyt and Trustee Montgomery met with USACE Project Manager Art Kolodziejki | |
| | ↓ | k) Phone Call (August 7): USACE Engineer Ozuna recommended sending letter to request property land transfer | |
| | ↓ | l) Email (August 24): Letter with appendix support addressed to USACE Project Manager Evan Nelson sent | |
| | ↓ | m) Email (August 24) : Letter forwarded to Congressman, Senator, Supervisor, and USFS Ranger | |
| | ↓ | n) Progress Report | |

| | | 9) Mandatory Evacuation Orders Issued by Kern County | <u>Discussion</u> |
|------|--------|---|-------------------|
| 2023 | May 25 | a) Evacuation order was in effect from March 9, 2023 through March 21st for District residents [& businesses] | |
| | ↓ | b) Communities were impacted by the floods from the atmospheric rive storm event in the Kern River Valley | |
| | ↓ | c) Kern County issued a local Proclamation of Emergency submitted to CalOES on March 12th | |
| | ↓ | d) Reported to Kern County on March 16th that the Historic Cemetery was affected with sink holes | |
| | ↓ | e) Also expressed concern that these storms cause some sort of soil erosion under ground (Historic Cemetery) | |
| | ↓ | f) Mgr Kyt has filled in the severe sink holes at the Historic Cemetery with materials on hand | |
| | ↓ | Aug 30 g) Site Visit (July 19): Mgr Kyt met with CalOES and FEMA teams for preliminary damage assessment | |
| | ↓ | g) Site Visit (July 19): Mgr Kyt met with FEMA representative Kevin Martin, Task Leader | |
| | ↓ | g) Site Visit (July 19): Mgr Kyt met with FEMA rep. Gerome Allie, Environmental Historic Program Delivery | |
| | ↓ | g) Site Visit (July 19): Mgr Kyt met with FEMA representative Gilbert Cruz, project manager | |
| | ↓ | g) Site Visit (July 19): Mgr Kyt met with CalOES representative Kyle DeFrancisco, project manager | |
| | ↓ | h) Kern County Multi Jurisdiction Hazard Mitigation Plan set to expire in April 2026 | |
| | ↓ | i) There are certain requirements for the District to participate in the MJHMP process of updating plan | |
| | ↓ | j) A representative from District will be required; must provide contact information to Emergency Service Mgr | |
| | ↓ | k) Request submitted for public assistance from FEMA and CalOES | |

| Action Required A | 10) Public Assistance Approved by FEMA and CalOES | <u>Action Required</u> |
|-----------------------------|--|---|
| 2023 | Aug 30 | a) California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, & Mudslides |
| | ↓ | b) District received letter from CalOES informing KRVCD request for public assistance was approved |
| | ↓ | c) CalOES ID: 029-91095 and FEMA ID: 02-UX4UK-00 |
| | ↓ | d) Mgr Kyt, Chairperson Schustz and Secretary Kyt were present at the FEMA Recovery Scoping Meeting |
| | ↓ | e) Damage Inventory Reported: Twenty-eight sink holes identified in the Historic Cemetery |
| | ↓ | f) Damage Inventory Reported: Roof leaks in the District Administrative Office and restroom |
| | ↓ | g) Damage Inventory Reported: Grounds Debris - broken tree limbs and cleanup |
| | ↓ | Action: h) Designation of Applicant's (KRVCD) agents: Mgr Kyt, Secretary Kyt, and Chairperson Harry Schustz |

MANAGER'S REPORT *continued*

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|------|------------|--|-------------------|
| | 11) | Golden State Risk Management Authority | <u>Discussion</u> |
| 2023 | Aug 30 | a) Insurance claim submitted for leaking roof repairs | |
| ↓ | ↓ | b) Site Visit (August 2): GSRMA sent representative Zackary Martyniuk of Copper Claims | |

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|------|------------|--|-------------------|
| | 12) | Potential Lake Level Risks to Historic Cemetery | <u>Discussion</u> |
| 2023 | May 25 | a) Mgr Kyt met with Lead Dam Engineer Victor Ozuna along with other USACE members on March 16th | |
| ↓ | ↓ | b) Mgr Kyt was informed that the rising lake level poses a risk to the Historic Cemetery | |
| ↓ | ↓ | c) Lake level may cause the Historic Cemetery or at least part of it to be under water when the lake level rises | |
| ↓ | Aug 30 | d) Lake level has reached the sand bags placed by SCE around electric pole | |

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|------|------------|---|-------------------|
| | 13) | Historic Cemetery Slope Stabilization | <u>Discussion</u> |
| 2023 | May 25 | a) Mgr Kyt connects with Acting Heritage Program Mgr Tim Kelly who works for the Sequoia National Forest | |
| ↓ | ↓ | b) The slope facing the lakeside of the Historic Cemetery is the responsibility of the Sequoia National Forest | |
| ↓ | ↓ | c) SNF Mgr Kelly worked with District Hydrologist Keith Stone and came up with an estimate to stabilize slope | |
| ↓ | ↓ | d) Mgr Kyt and Mgr Kelly worked with the Army Corps seeking surplus erosion control material | |
| ↓ | ↓ | e) Mgr Kyt received three boxes of heavy duty Visqueen plastic sheeting from Army Corps surplus | |
| ↓ | ↓ | f) SNF Mgr Kelly obtained stakes, sand bags, and sand; enlisted help from the forestry dept. to stabilize slope | |
| ↓ | ↓ | g) 1,000 sand bags have been placed on top of Visqueen - may need to add 10x that amount before lake rises | |
| ↓ | Aug 30 | h) As of August 25 lake level is decreasing partly due to the USACE releasing water down stream | |
| ↓ | ↓ | i) Although stabilization of slope efforts are holding some materials washed away & sand bags slipped down | |
| ↓ | ↓ | j) SCE added to stabilization efforts and shored up the embankment with surplus materials that had on hand | |
| ↓ | ↓ | k) Melting snow pack and run off into lake is considered a second extreme weather event not yet proclaimed | |
| ↓ | ↓ | l) Conference Call (August 17): FEMA Hazard Mitigation Grant Program - discussed permanent repair to slope | |
| ↓ | ↓ | m) District may qualify to apply for the "Hazard Mitigation Grant Program" | |

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|------------------------|----------|------------|---|-------------------|
| Action Required | A | 14) | FEMA and CalOES Hazard Mitigation Grant Programs: Historic Cemetery | <u>Discussion</u> |
| | | | a) Historic Cemetery Slope Stabilization - FEMA suggests permanent retaining wall - FEMA Hazard Mitigation | |
| | | | b) Historic Cemetery ground disturbances (sink holes) - CalOES Hazard Mitigation | |
| | | | c) Hazard mitigation projects reduce the threat of future damage - meant to be a permanent solution | |
| | | | d) District is obligated to protect Historic Cemetery even if grants is not awarded | |
| | | | e) District must define property lines of Historic Cemetery; Mgr Kyt will contact Surveyor Loryne Schamber | |
| | | | f) Contact with U.S. Forest Service Acting Ranger Bhuta; discussed FEMA & Historic Cemetery property lines | |
| | | | g) District needs professional engineer to provide estimate for soil erosion study and retaining wall concept | |
| | | | h) District has worked with professional engineer and geologist from the firm WZI, Inc. (FEMA 2017) | |
| | | | i) FEMA and CalOES Hazard Mitigations Programs awarded public assistance for cost of WZI engineer study | |
| | | | <i>Action:</i> j) Authorize preliminary engineer site visit by WZI if professional fees will cost less than \$999 | |

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|------|------------|--|-------------------|
| | 15) | Extreme Weather Event - Hurricane Hillary: Damage Report | <u>Discussion</u> |
| 2023 | Aug 30 | a) Hurricane Hillary: California's first every tropical storm watch (August 18 to August 24) | |
| ↓ | ↓ | b) Damage Inventory Report: Historic Cemetery - more sink holes discovered | |
| ↓ | ↓ | c) Damage Inventory Report: Administrative Office - additional roof leaks | |
| ↓ | ↓ | d) Damage Inventory Report: Grounds Debris - broken tree limbs and cleanup | |
| ↓ | ↓ | e) No public notice from FEMA or CalOES yet that event is considered a major disaster | |

MANAGER'S REPORT *continued*

| Reported | 16) | Survey Services for Historic Cemetery | <u>Discussion</u> |
|-----------|------------|--|-------------------|
| Nov 2018 | | a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008 | |
| Nov 2018 | | b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping | |
| Nov 2018 | | c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet | |
| Nov 2018 | | d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey | |
| Nov 2018 | | e) Historic cemetery plot sizes are not uniform and block markers are ineffective | |
| Nov 2018 | | f) Paddle markers placed by the movie industry when western films were filmed were never identified | |
| Nov 2018 | | g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed | |
| Nov 2018 | | h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues | |
| Nov 2018 | | i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review | |
| Nov 2018 | | j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves | |
| Nov 2018 | | k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services | |
| Nov 2018 | | l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18) | |
| Jan 2019 | | m) Grid survey map prepared by surveyor would prove helpful to staff | |
| Mar 2019 | | n) Surveyor Schamber scheduled to perform ground penetrating radar equipment in Historic Cemetery | |
| Mar 2019 | | o) Other work performed by Surveyor Schamber - District property lines confirmation | |
| May 2019 | | p) Surveyor Schamber and team scheduled for the weekend of June 1st | |
| June 2019 | | q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st | |
| July 2019 | | r) Mgr Kyt reports that Surveyor Schamber is waiting for report from drone operator | |
| July 2019 | | s) Mgr Kyt reports that ground penetrating radar will be performed by Surveyor Schamber & team in August | |
| Nov 2019 | | t) Update by Surveyor Schamber - email received (September 10, 2019) regarding Burn's property easement | |
| Jan 2020 | | u) Update by Surveyor Schamber - email received with attachment of Historic Cemetery grid map | |
| Nov 2020 | | v) Progress Report: Mgr Kyt reports contact with Surveyor Schamber | |
| June 2021 | | w) Surveyor Schamber had technical difficulties with the ground penetrating radar equipment on May 15th | |
| July 2021 | | x) Surveyor Schamber returned with the ground penetrating radar equipment on June 26th | |
| July 2021 | | y) Surveyor Schamber performed another survey of Historic Cemetery to determine boundaries | |
| Aug 2023 | >>> | z) Email received from Surveyor Schamber with up to date block book map of Historic Cemetery | |
| Aug 2023 | >>> | aa) Surveyor Schamber brought ground penetrating radar (GPR) equipment on August 26th | |
| Aug 2023 | >>> | bb) Mgr Kyt plans to learn how to operate GPR and will attempt to study Historic Cemetery graves with it | |
| Aug 2023 | >>> | cc) Progress Report and Discussion | |

| Action Required | | | <u>Action Required</u> |
|------------------------|------------|---|------------------------|
| A | 17) | 1983 Ford Pick-Up Truck | |
| 2022 | Feb 7 | a) Private party interested in purchasing Ford truck approved to be scrapped | |
| ↓ | ↓ | b) 1983 Ford Pick-Up Truck was purchased in June of 2010 | |
| ↓ | ↓ | c) Mgr Kyt recommends the truck be sold instead of scrapping the truck | |
| ↓ | ↓ | d) Mgr Kyt to research process of transferring title | |
| ↓ | ↓ | e) Add topic to next regular meeting agenda for further discussion and as an action item | |
| 2022 | Mar 8 | f) Research: proper way to sell truck is to put it out to bid where anyone can bid on it | |
| ↓ | ↓ | g) March 2022 Action : -Scrap truck or properly put truck out to bid to sell to highest sealed bid | |
| 2023 | Aug 30 | h) Truck is stored off site; Mgr Kyt will have truck towed to cemetery before auction | |
| ↓ | Action: | i) Requirement: Identify Surplus Equipment & Condition of 1983 Ford Pick-Up Truck (does not run & needs tires) | |
| ↓ | Action: | j) Advertise pick-up truck for public "sealed bid" auction; set date & location of auction; set minimum bid price | |

MANAGER'S REPORT *continued*

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|------|------------|---|-------------------|
| | 18) | Donated Construction Materials from Lake Isabella Dam Project | <u>Discussion</u> |
| 2022 | Sept 20 | a) Mgr Kyt received donated construction materials from the Lake Isabella Dam Project | |
| ↓ | ↓ | b) Thank you letter sent to Contractor's Project Manager | |
| ↓ | ↓ | c) Mgr Kyt requests donation of utility vehicle and generator; equipment to be sold at public auction | |
| 2023 | Aug 30 | d) Mgr Kyt received two drainage system eyelet, pipe, gussets, trash cans, delineators, orange cones, signs | |
| ↓ | ↓ | e) Surplus construction materials depleted | |

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|------------------------|----------|------------|---|------------------------|
| Action Required | A | 19) | Utility Vehicle Replacement: John Deere Gator | <u>Action Required</u> |
| 2023 | Aug 30 | | a) Mgr Kyt has selected a 2023 John Deere (gas powered) Gator HPX615E to replace Polarius utility vehicle | |
| ↓ | ↓ | | b) Budget baseline to purchase a new utility vehicle \$15,000. | |
| ↓ | | Action: | c) Authorize Mgr Kyt to purchase 2023 John Deere Gator [HPX615E] for \$16,808.86 | |

UNFINISHED BUSINESS

| | | | |
|------|-----------|---|-------------------|
| | 1) | Southern California Edison | <u>Discussion</u> |
| 2023 | May 25 | a) Contractor installed new electric pole that serves the district's administrative office | |
| ↓ | ↓ | b) District Mgr Kyt informed SCE that the electric pole is resting in a sink hole and is not stable | |
| ↓ | ↓ | c) Contractor damaged asphalt driveway in front of office with their heavy equipment | |
| ↓ | ↓ | d) Issue reported to Southern California Edison and claim filed | |
| ↓ | ↓ | e) Southern California Edison Claim #202305741 | |
| 2023 | Aug 30 | f) Status Report by Mgr Kyt | |

| | | | | |
|------------------------|----------|-----------|---|------------------------|
| Action Required | A | 1) | NEW BUSINESS | |
| | | | Kern County Local Agency Formation Commission (LAFCo) | <u>Action Required</u> |
| 2023 | Aug 30 | | a) LAFCo is required to review Sphere of Influence of special districts every five years | |
| ↓ | ↓ | | b) August 2012 the Board of Trustees discovered changing SOI boundaries was not cost effective | |
| ↓ | ↓ | | c) Board also discovered changes to SOI boundaries would not significantly increase tax revenue | |
| ↓ | ↓ | | d) Five year questionnaire completed by Secretary Kyt | |
| ↓ | ↓ | | e) Review the KRVCD's Sphere of Influence questionnaire and map; discuss amendments | |
| ↓ | ↓ | | f) Changes to the District's current Sphere of Influence (boundaries) would require action by the Board | |
| ↓ | ↓ | | g) Adopt KRVCD's sphere of influence with or without SOI changes to boundaries | |

OTHER BUSINESS

| | | | |
|------|-----------|--|--------------------|
| | 1) | Rose Family Crematorium Agreement Expired | <u>Information</u> |
| 2022 | Feb 7 | a) Crematorium presents agreement for the purpose of proper disposal of residual cremated remains | |
| ↓ | ↓ | b) Crematorium presents agreement for the purpose of accepting abandoned cremations to scatter/bury | |
| ↓ | ↓ | c) Research Kern County Coroner's specific provisions and/or guidelines to receive abandoned cremations | |
| ↓ | ↓ | d) Terms of agreement regarding payment from Kern County are not defined | |
| ↓ | ↓ | e) Terms of agreement regarding payment from Rose Family Crematorium are not defined | |
| ↓ | ↓ | f) Terms of agreement are not defined as to how many times per year disposition of cremations will occur | |
| ↓ | ↓ | g) Administrative costs of record keeping; disposition permit activity; grave marking | |
| ↓ | ↓ | h) Contract creates potential opportunity to increase revenue - should Mgr Kyt sign the contract | |
| 2023 | Aug 30 | i) Crematorium agreement for the purpose of proper disposal of residual cremated remains terminated | |

PROFESSIONAL ACCOUNTING SERVICES

| | | | |
|------|-----------|---|--------------------|
| | 1) | Professional Accounting Services First Visit to District | <u>Information</u> |
| 2022 | Sept 20 | a) CPA visited District on August 18, 2022: evaluates record keeping procedures | |
| ↓ | ↓ | b) Records in possession of CPA: 2016-2017 financial report support binder | |
| ↓ | ↓ | c) Records in possession of CPA: 2016-2017 AltaOne bank account statements | |
| ↓ | ↓ | d) Records in possession of CPA: 2016-2017 Wells Fargo Advisors investment statements | |
| ↓ | ↓ | e) Records in possession of CPA: 2016-2017 Accounts Receivable yellow receipt copies | |
| ↓ | ↓ | f) Records in possession of CPA: 2016-2017 inventory report | |
| ↓ | ↓ | g) Records in possession of CPA: 2015-2016 audited financial report | |
| ↓ | ↓ | h) CPA responds on behalf of District to State and County administrative staff regarding audit inquiries | |
| ↓ | ↓ | i) Accounting software changed from Sage (Peachtree) to QuickBooks | |
| | Dec 19 | j) Received email from Mr. Bruner on December 9th - he has begun FY 2016-2017 | |
| 2023 | Jan 10 | k) Rec'd email from Mr. Bruner on December 20th - plans to visit the District between January 16th and 23rd | |

| | | | |
|------|-----------|--|--------------------|
| | 2) | Professional Accounting Services Second Visit to District | <u>Information</u> |
| 2023 | May 25 | a) CPA visited District on February 17th; reviews next fiscal period records and reads minutes | |
| ↓ | ↓ | b) Records in possession of CPA: 2017-2018 financial report support binder | |
| ↓ | ↓ | c) Records in possession of CPA: 2017-2018 AltaOne bank account statements | |
| ↓ | ↓ | d) Records in possession of CPA: 2017-2018 Wells Fargo Advisors investment statements | |
| ↓ | ↓ | e) Records in possession of CPA: 2017-2018 Accounts Receivable yellow receipt copies | |
| ↓ | ↓ | f) Records in possession of CPA: 2017-2018 inventory report | |
| ↓ | ↓ | g) Records in possession of CPA: 2017-2018 audited financial report | |
| ↓ | ↓ | h) Secretary to provide additional support before next visit by CPA | |

| | | | |
|------|-----------|--|--------------------|
| | 3) | Professional Accounting Services Third Visit to District | <u>Information</u> |
| 2023 | Aug 30 | a) CPA visited District on July 3rd; finishes Fiscal 2021-2022 State Controller's Report | |
| ↓ | ↓ | b) Paid CPA Bruner \$900 for assistance with report | |
| ↓ | ↓ | c) Received Quickbooks software and it was installed by Chairperson Schustz | |
| ↓ | ↓ | d) Secretary to provide additional support before next visit by CPA | |

| | | | |
|------|-----------|--|-------------------|
| | 4) | Professional Accounting Services Fourth Visit to District | <u>Discussion</u> |
| 2023 | Aug 30 | a) CPA scheduled to visit District on August 29th | |
| ↓ | ↓ | b) Progress Report | |

SECRETARY'S REPORT

| | | | |
|------|--------|---|--------------------|
| 2023 | Aug 30 | a) Expect report at the regular meeting on September 12th | <u>Information</u> |
|------|--------|---|--------------------|

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

| | | | |
|------|--------|---|--------------------|
| 2023 | Aug 30 | a) Expect report at the regular meeting on September 12th | <u>Information</u> |
|------|--------|---|--------------------|

BOARD MEMBER & STAFF REQUIRED TRAINING STATUS REPORT

| | | | |
|------|--------|---|--------------------|
| 2023 | Aug 30 | a) Expect report at the regular meeting on September 12th | <u>Information</u> |
|------|--------|---|--------------------|

1) Future Agenda Items

Information

- a) District Financial Reports and Audits: FY 2016-2017 to FY 2022-2023
- b) Minutes: May 2020 to June 2023
- c) Fiscal Year 2023-2024 Budget Review & Update
- d) Trustees Review of Investment Portfolios
- e) Annual requirement to adopt Resolution #108 Investment Policy
- f) District Policies and Procedures Handbook
- g) CalPERS Contract & Future Liability
- h) Architect & Veteran's Park Project

| | | |
|-------------------------|--|-------------------------|
| >>>> | <u>ADD ITEMS FOR FUTURE AGENDAS</u> | <<<< |
| 1) | | |
| 2) | | |
| 3) | | |

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 Agapiou
- 2) Trustee Montgomery
- 3) Trustee Olivares
- 4) Trustee Ryan
- 5) Trustee Schutz

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

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

NEXT REGULAR MEETING:

Scheduled: September 12, 2023 at 1:00 p.m.

Information

Action Required

A

1)

MOTION TO ADJOURN: *time meeting adjourned*

Action Required

Action: a) Adjourn Meeting