

# MEETING AGENDA

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

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

### **Special Meeting**

Tuesday, February 18, 2020

1:00 P.M.

Chairperson: John Blythe

Trustees: Steve Lott, Harry Schustz, Gerald Wenstrand (one vacant seat)

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, Lott, Schustz, Wenstrand (one vacant seat)

CALL TO ORDER BY CHAIR OF THE BOARD:

ROLL CALL BY THE CLERK 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**

**DISTRICT APPROVED SCOPE OF WORK DRIVEWAY ASPHALT REPAIRS**

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- 1) Review transition driveway scope of work for clarification *Discussion*
  - a) Review minutes from April 16, 2019 to present that pertain to transition driveway asphalt project repairs
  - b) Review Manager's recommendations, specification worksheets and exhibits (coordinates with next topic)
  - c) Review approved transition driveway asphalt project scope of work
  - d) Review Fiscal Year 2019-2020 Budget for project (Fund #42013)
  - e) Review FEMA and CalOES financial obligations
  - f) Review District's financial obligation
  - g) Review other revisions and modifications to scope of work for the transition driveway asphalt repairs

**TRANSITION DRIVEWAY ASPHALT: Scope of Work Approved**

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- 1) UPPER TRANSITION DRIVEWAY, BERM & GUTTER (District Obligated) *Discussion*
  - Recommendation: fill all cracks and seal asphalt
  - Recommendation: install berm/curb above (east side) Polarius garage
  - Recommendation: enhance gutter created by nature on south side (42 ft length)
  
- 2) MIDDLE TRANSITION DRIVEWAY, CULVERT, BERM & GUTTER (District Obligated) *Discussion*
  - Recommendation: demo, correct slope, replace asphalt
  - Recommendation: install culvert between Upper Transition and Middle Transition Driveway below water bar
  - Recommendation: install berm/curb below Polarius garage on west side
  - Recommendation: install gutter on south side of transition driveway
  - Recommendation: lay down rock on left and right side of Polarius garage
  
- 3) LOWER TRANSITION DRIVEWAY - SPRING SITE ASPHALT (District Obligated) *Discussion*
  - Recommendation: demo, correct slope, install collection bed & pipe, replace asphalt (District Obligated)
  - Recommendation: install spring collection bed presented in FEMA hazard mitigation proposal (FEMA Obligated)
  - Recommendation: install underground gutter on south side with pipe drainage (District Obligated)
  - Note: water pipeline to office will be replaced
  
- 4) LOWER TRANSITION DRIVEWAY - ADMINISTRATIVE ENTRANCES (District Obligated) *Discussion*
  - Recommendation: demo, correct slope, replace asphalt
  - Recommendation: install underground gutter on south side with pipe drainage

<b>Action Required</b>	<b>BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT REPAIR PROJECT</b>
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| <b>A</b> | <ul style="list-style-type: none"> <li>1) Bid Proposal Guidelines and Process                             <ul style="list-style-type: none"> <li>a) Review and approve exhibit drawings that coincide with scope of work specification worksheets</li> <li>b) Review project requirements agreement regarding bidding procedures and insurance</li> <li>c) Revisions to established bid proposal guidelines for project</li> <li>d) Authorize Chairperson and Mgr Kyt to amend the bid proposal if necessary to accommodate expediency</li> <li>e) Project must be completed before September 15, 2020</li> <li>f) Set bid proposal deadline and date sealed bids are to be opened</li> <li>g) Publish notice to contractors in newspaper requesting bid proposals (30 day legal requirement)</li> <li>h) Set date to open sealed bids at a regular meeting open to the public</li> <li>i) Authorize Mgr Kyt to sign bid proposal submitted by contractor and contract for work to commence</li> <li>j) Other recommended modifications to scope of work for the transition driveway asphalt repairs</li> </ul> </li> </ul> <p><i>Action:</i> Approve Bid Proposal Process, Guidelines, Specification Worksheets and Project Requirements</p> |
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**DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2019-2020 REVIEW**

1)	Review Operations Fiscal Year 2019-2020 Budget as of Dec. 31, 2019	<i>Discussion</i>
<ul style="list-style-type: none"> <li>a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations</li> <li>b) Interest Income (transfers in): Wells Fargo Advisors Investments and County of Kern Funds</li> <li>c) Miscellaneous Income: Donations and Grants</li> <li>d) Transfers In: FEMA &amp; CalOES project completion transfers from Fund #42013</li> <li>e) Employee Compensation; Health and Retirement Benefits: review expenditures</li> <li>f) Operations &amp; Maintenance Expense Distribution: review expenditures</li> <li>g) Operations &amp; Maintenance Expenses: review professional services</li> <li>h) Operations &amp; Maintenance Expenses: review changes to line item allocations</li> <li>i) Resale Materials and Inventory: review expenditures</li> <li>j) Contracts, Leases, Agreements &amp; Interest Expenses; Contingency</li> <li>k) Capital Outlay: Rose Garden Improvements - Entrance</li> <li>l) Capital Outlay: Rose Garden - Life is Eternal Memorial (#3)</li> <li>m) Capital Outlay: Transition Driveway Asphalt (District Obligation)</li> <li>n) Discuss adjustments and modifications to Fiscal Year 2019-2020 Operation's Budget of District</li> </ul>		
Action Required <b>A</b>	<b>Adopt Revisions to Fiscal Year 2019-2020 Operation's Budget of District</b> <span style="float: right;"><b>Action Required</b></span>	
	2)	<ul style="list-style-type: none"> <li>a) Discuss adjustments and or modifications to Fiscal Year 2019-2020 Operation's Budget of District</li> </ul> <p><i>Action:</i> b) Adopt revisions to Fiscal Year 2019-2020 Operation's Budget</p>
3)	Review Endowment Fiscal Year 2019-2020 Budget as of Dec. 31, 2019	<i>Discussion</i>
<ul style="list-style-type: none"> <li>a) Review Health and Safety Code 9065(f)</li> <li>b) Review Fiscal Year 2019-2020 Endowment Budget Components (Kern County Fund #42011)</li> <li>c) Review accrued dividends earned from investments with Wells Fargo Advisors</li> <li>d) Review accrued dividends previously earned from WFA investments resting in County Fund #42011</li> <li>e) Review interest earned from WFA investments transferred to County Fund #42010 &amp; available for use</li> <li>f) Discuss adjustments and modifications to Fiscal Year 2019-2020 Endowment Budget of District</li> </ul>		
Action Required <b>A</b>	<b>Adopt Revisions to Fiscal Year 2019-2020 Endowment Budget of District</b> <span style="float: right;"><b>Action Required</b></span>	
	4)	<ul style="list-style-type: none"> <li>a) Discuss adjustments and or modifications to Fiscal Year 2019-2020 Endowment Budget of District</li> </ul> <p><i>Action:</i> b) Adopt revisions to Fiscal Year 2019-2020 Budget for Endowment</p>
5)	Review PreNeed Fiscal Year 2019-2020 Budget as of Dec. 31, 2019	<i>Discussion</i>
<ul style="list-style-type: none"> <li>a) Review Fiscal Year 2019-2020 PreNeed Budget Components (Kern County Fund #42012)</li> <li>b) Review accrued dividends earned from investments with Wells Fargo Advisors</li> <li>c) Review accrued dividends previously earned from WFA investments resting in County Fund #42012</li> <li>d) Review interest earned from WFA investments transferred to County Fund #42010 &amp; available for use</li> <li>e) Discuss adjustments and modifications to Fiscal Year 2019-2020 PreNeed Budget of District</li> </ul>		
Action Required <b>A</b>	<b>Adopt Revisions to Fiscal Year 2019-2020 PreNeed Budget of District</b> <span style="float: right;"><b>Action Required</b></span>	
	6)	<ul style="list-style-type: none"> <li>a) Discuss adjustments and or modifications to Fiscal Year 2019-2020 PreNeed Budget of District</li> </ul> <p><i>Action:</i> b) Adopt revisions to Fiscal Year 2019-2020 Budget for PreNeed</p>
7)	Review Deferred Maintenance FY 2019-2020 Budget as of Dec. 31, 2019	<i>Discussion</i>
<ul style="list-style-type: none"> <li>a) Review Fiscal Year 2019-2020 Deferred Maintenance Budget Components (Kern County Fund #42013)</li> <li>b) Review FEMA &amp; CalOES transfers in and transfers out to General Fund #42010</li> <li>c) Review interest earned from Kern County Fund #42013 &amp; available for use</li> <li>d) Discuss adjustments and modifications to Fiscal Year 2019-2020 Deferred Maintenance Budget of District</li> </ul>		
Action Required <b>A</b>	<b>Adopt Revisions to FY 2019-2020 Deferred Maint. Budget of District</b> <span style="float: right;"><b>Action Required</b></span>	
	8)	<ul style="list-style-type: none"> <li>a) Discuss adjustments and or modifications to Fiscal Year 2019-2020 Deferred Maint. Budget of District</li> </ul> <p><i>Action:</i> b) Adopt revisions to Fiscal Year 2019-2020 Budget for Deferred Maintenance</p>

**NEW BUSINESS**

1) Establish Budget for District's General Fund #42010 for FY 2019-2020 *Discussion*

- a) Kern County Fund #42010 needs a budget to determine how funds accumulated are spent and restricted
- b) Review Fiscal Year 2019-2020 District's General Fund Components
- c) Review interest earned from Kern County Fund #42010 & available for use
- d) Discuss adjustments and modifications to Fiscal Year 2019-2020 General Fund Budget of District

Action  
Required  
**A**

2) Adopt FY 2019-2020 Budget for the General Fund (#42010) of the District *Action Required*

- a) Discuss adjustments and or modifications to Fiscal Year 2019-2020 General Fund Budget of District

*Action:* b) Establish a budget for the District General Fund (Kern County Fund #42010)

*Action:* b) Adopt Fiscal Year 2019-2020 Budget for the District's General Fund

3) Scope of Trustee's Compensation for attending this meeting *Information*

- a) Stipend paid - allocation planned in fiscal year 2019-2020 budget for one extra special budget meeting

**NEXT REGULAR MEETING SCHEDULED:** March 10, 2020 at 1:00 p.m.

Action  
Required  
**A**

**MOTION TO ADJOURN**

*Action Required*

1) a) Time meeting adjourned: