

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Dienstag, 12. Juli 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 April Financial Report
- 2) Approval (subject to audit) of May Financial Report

**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

RELEASE OF INTEREST; TRANSFER & REFUND

Action Required

- | | | |
|----------|----|--|
| A | 1) | <p>Release of Interest; Transfer and Refund for Richard & Donna McClatchey</p> <ul style="list-style-type: none"> a) From: Section III-A, Block 27, traditional companion casket Lot C9 (system #4596) b) To: two single cremation lots in Section III-A near their son's grave c) Reason: Mr. and Mrs. McClatchey's cremations will be interred instead of casket interments d) Administrative fee of \$125 was waived to process the transfer transaction e) Fee was waived because District gained back a companion casket plot <p>Action: f) Authorize refund of \$104.14 to POA daughter Deborah McClatchey</p> <p>Action: g) Authorize transfer from PreNeed Fund #42012 to General Fund #42010 (see worksheet)</p> |
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- | | | |
|----------|----|---|
| A | 2) | <p>Release of Interest and Refund for Deborah McClatchey</p> <ul style="list-style-type: none"> a) Section III-A, Block 27, Cremation at the Heart Lot C9(c) (system #7061) b) Reason: moving out of the state c) Administrative fee of \$125 was waived to process the transfer transaction <p>Action: d) Authorize refund of \$435.00 to Deborah McClatchey</p> <p>Action: e) Authorize transfer from PreNeed Fund #42012 to General Fund #42010 (see worksheet)</p> |
|----------|----|---|

Action Required

DISTRICT LONG TERM STRATEGIC PLAN

Discussion

- 1) Report: research concept of merging with one or more cemetery districts in Kern County
 - a) As discussed at the last regular meeting staff would research the concept of merging with another district
 - b) Report: potential benefits of merging with one or more public cemetery district(s)
 - c) Response: Danny Brown manager of South Kern Cemetery District & Tehachapi Public Cemetery Dist.
 - d) Response: Paul Holzer manager of East Kern Cemetery District
 - e) Response: Carol Griese - California Association of Public Cemeteries
 - f) Discussion

END PAGE #2

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 completed 80 hours of community service ending his assignment with the District

- 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
 - May 10 f) Damage to sprinkler system causing extensive repairs
 - 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

- 4) **Water Delivery System Maintenance** Discussion
 - Mar. 8 a) Mgr to schedule preventative maintenance with Piute Pump Company, Inc.
 - ↓ b) Review water delivery system maintenance budget
 - May 10 c) Maintenance was performed by Piute Pump Company on April 11th
 - Jun. 14 d) Mgr Kyt authorized to put out to bid and hire a ground water surveyor - bids to be opened with Chairman
 - ↓ e) Authorize ground water surveyor costs to be part of FY 2022-2023 Fund #42010 budget
 - July 12 f) Groundwater survey complete - review report from Puwame Inc (aka Water Prospector)
 - ↓ g) Discussion

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)

SECRETARY'S REPORT

- 1) Secretary Kyt Continues Modified Part-Time Schedule
a) Secretary reports that she continues to work 30 hours per week

Information

CLERK SPECIALIST RECEPTIONIST POSITION

- 1) Hiring of Additional Office Staff Personnel
a) Process of hiring part-time office staff for Accounts Receivable desk underway
b) Interviews planned after the July 12th board meeting

Information

PROFESSIONAL ACCOUNTING SERVICES

- 1) Professional Accounting Services Report
a) CPA schedule change - he reports he has contracted COVID
b) CPA schedule change - staff reports they contracted COVID
c) Report: schedule of CPA visit to District to be determined by CPA; expecting an email from CPA

Information

Action
Required
A

Annual Resolution #108 Review - District Investment Policy

- 1) Resolution #108 - District Investment Policy
Action: a) Annual review of investment policy; adopt policy for fiscal year 2022-2023

Action Required

DISTRICT POLICIES AND PROCEDURES HANDBOOK

- 1) District Personnel Policy Final Review
a) Review CSDA Policy Section 3000 "Personnel" Page 104 to 235 research
b) Discuss revisions and or modifications of the CSDA Policy Section 3000 "Personnel"

- A** 2) Adopt Revised District Personnel Policy

Action: a) Adopt CSDA Policy Section 3000 "Personnel" section as revised and or modified as the District policy

Action Required

FISCAL YEAR 2022-2023 BUDGET

- A** 1) Review & Adopt District's FY 2022-2023 District's Operation Budget

a) Review FY 2022-2023 Operation Budget Components
b) Discuss any adjustments and or modifications to projected income, expenses, and capital outlay
Action: c) Adopt District's Operation Budget for Fiscal Year 2022-2023 as final

Action Required

- A** 2) Review and Adopt Fiscal Year 2022-2023 General Fund #42010 Budget

a) Review FY 2022-2023 General Fund #42010 Budget Components
b) Discuss any adjustments and or modifications to projected income, expenses, and capital outlay
Action: c) Adopt District's General Fund #42010 Budget for Fiscal Year 2022-2023 as final

Action Required

END PAGE #4

NEW BUSINESS

- 1) Water Delivery System Discussion
a) Mgr Kyt is in the process of obtaining quotes to drill new well based on groundwater survey findings
b) If water production from current well ceases an emergency board meeting may be called
c) Discussion

Action
Required
A

- 2) Memorials Fees Action Required
a) When a memorial marker is put in for a non-resident person should a non-resident fee be charged
Action: b) Establish guidelines pertaining to memorial markers for non-residents

UNFINISHED BUSINESS

Future Agendas

- a) District Financial Reports and Audits: FY 2016-2017 to FY 2020-2021
b) Minutes: May 2020 to June 2022
c) Historic Cemetery Surveyor Services
d) CalPERS Contract & Future Liability
e) Veteran's Park Project
f) Scrap or Sell 1983 Ford Pick-Up Research

>>>> **ADD ITEMS FOR FUTURE AGENDAS** <<<<

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 Lee
3) Trustee Montgomery
4) Trustee Olivares
5) Trustee Schustz

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
2) Secretary Laura Kyt

- 2) **NEXT REGULAR MEETING:** Information
Scheduled: September 13, 2022 at 1:00 p.m.

- A** 3) **MOTION TO ADJOURN:** *time meeting adjourned*
Action: a) Adjourn Meeting

Action Required
END PAGE #5