

Kern River Valley Public Cemetery District
Minutes of the Reconvened Regular Board of Trustees Meeting – Tuesday, June 1st, 2021 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday June 1st, 2021 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern
This was a reconvened regular meeting from May 11th, 2021

Present: Harry Schustz, Chairperson/President, Board of Trustees
Mark Montgomery, Vice Chair/Vice President, Board of Trustees
John Blythe, Member, Board of Trustees (*via phone*)
Esteban Olivares, Member, Board of Trustees
Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

Absent: Gerald Wenstrand, Member, Board of Trustees

- A. CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:04 PM
- B. ROLL CALL ROLL CALL – QUORUM PRESENT (4 Trustees Present; 1 Absent)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- E. UNFINISHED BUSINESS - AUDITS:
1. Fiscal Year 2016-17 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2018 and County was June 30, 2018.
 2. Fiscal Year 2017-2018 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2019 and County was June 30, 2019.
 3. Fiscal Year 2018-2019 Audit: Auditor is confirmed for audit. Deadline for State was January 31, 2020 and County was June 30 2020.
 4. Fiscal Year 2019-2020 Audit: RT Dennis Accountancy approved to perform audit services for FY 2019-20. Due date has passed on January 31, 2021 and County is due on June 30, 2021.
 5. Professional Accounting Services: Secretary Kyt spoke with CPA David Bruner about providing accounting services for the district and was recommended by Auditor Dennis and believes he can assist with the audits moving forward from FY 2016-17. CPA Bruner is also knowledgeable in importing and exporting data from the Peachtree Accounting System. Recommendation is to approve the proposal submitted by CPA Bruner. Trustee Montgomery moved to accept the proposal from CPA Bruner; second by Trustee Olivares and passed.
 6. Evaluation of Insurance, Sources and Coverage: Board of Trustees notified GSRMA (Golden State Risk Management Authority) would consider changing insurance carriers due to costs of coverage and high premiums for workman’s comp. Application was submitted to McGriff Insurance on May 5 and were declined. Therefore, the District has decided to stay with GSRMA. Secretary Kyt provided a report on current insured value of all bronze memorials and scrolls as well as additional value adjustments. Trustee Blythe moved to formally designate GSRMA as District’s insurance carrier, and coverage for commercial liability and worker’s compensation; second by Trustee Montgomery and passed.
 7. Approve District Property Appraisal: Discussion about appraising values on plaques and vaults. Trustees had general consensus on valuing these at \$10,000 and accept the adjustment and revisions recommended. Trustee Olivares moved to approve District property appraisal; second by Trustee Montgomery.

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8. Insurance Carrier – Golden State Risk Management Authority: Trustee Montgomery moved to notify GSRMA that District will exercise the right to consider changing insurance carrier next year or not; second b y Trustee Olivares and passed.

F. SECRETARY’S REPORT: Laura Kyt, Secretary

1. Part Time Schedule: Secretary Kyt reports that she resumed working part time at 20 hours per week on November 9th and continues to be under medical care for injuries sustained in a car accident on July 7, 2020. She requests to continue a modified work schedule at 20 hours per week until the next meeting.
2. District Assistance: Secretary Kyt requests that a part time office clerk be hired for the 2021-2022 fiscal year.

G. DISTRICT ADOPTED BUDGETS: FISCAL YEAR 2020-2021 REVIEW: (see addendums)

1. Review Operations Fiscal Year 202-21 Budget as of April 30, 2021: The Board reviewed the operations budget of Fiscal Year 2020-21. Adjustments including auditor expenses, CPA expenses, on-call groundskeeper, Secretary Kyt’s wages and \$15,000 added to capital outlay.
2. Approval Fiscal Year 2021-2022 Baseline for District’s Operation Budget: Trustee Montgomery moved to approve; second by Trustee Olivares and passed.
3. Review and Approve Fiscal Year 2021-2022 Budgets for the Funds: General Fund, Endowment Fund, Pre-Need Fund and Deferred Maintenance Fund. Trustee Blythe moved to approve all funds budgets for Fiscal Year 2021-2022; second by Trustee Olivares and passed.

H. MANAGER’S REPORT: Randy Ky, District Manager

1. Department of Human Services – CalWORKS, MAOF and KHSD Programs: One participated assigned by MAOF for training as a groundskeeper ended on My 31st.
2. Memorial Day Planning: Held on Monday May 31st at 11:00 PM. State Senator Shannon Grove was the keynote speaker, social distancing and masks were worn.
3. Survey Services for Historic Cemetery: Manager Kyt reports that Surveyor Schamber had technical difficulties with the grund penetrating radar equipment on May 15th.

I. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Trustee Blythe: No comments.

Trustee Montgomery: He and Randy have conversed regarding the electronic pump control.

Trustee Olivares: Appreciates the volunteerism he has seen at the district and feels this is very encouraging.

Trustee Wenstrand: Absent

Chairperson Schustz: Would like to see policy and procedures and the strategic plan added to the next agenda.

J. DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Expressed gratitude to the board.

Secretary Kyt: Items not on today’s agenda will be brought back to the regular meeting in July.

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- K. SCHEDULE SPECIAL MEETING IN JUNE: To finalize FY 2021-2022 Budget, Approve FY 2021-2022 Recoupments and Transfers. Scheduled for Tuesday June 15th, approved by Trustee Montgomery; second by Trustee Blythe and passed.
- L. NEXT REGULARLY SCHEDULED MEETING: Tuesday July 13th, 2021 at 1:00PM
- M. MOTION TO ADJOURN: Meeting was adjourned at 3:49 PM by Trustee Montgomery; second by Trustee Olivares and passed.

Respectfully submitted by
John Blythe

John Blythe
District Administrative Assistant

(These minutes were officially transcribed on June 27, 2024 for public record from meeting notes that were on file/available.)