

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Special Budget Meeting

Thursday, June 18, 2020

1:00 P.M.

Acting Chairperson: Oral Atchison

Trustees: John Blythe, Mark Montgomery, 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, Montgomery, 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

NEW BUSINESS

A	1)	Fiscal Year 2019-2020 Pre-Need Funds Annual Recoupment	Action Required
		a) Report: Pre-need Services executed as of May 31, 2020 (<i>subject to audit</i>) b) Report: Pre-Need Contracts paid in full as of May 31, 2020 (<i>subject to audit</i>) c) Report: Release of Interests performed as of May 31, 2020 (<i>subject to audit</i>) d) Origin of Long Term "In House" Liability: CalPERS side fund balance (\$151,177) paid in full July 2014 e) CalPERS side fund was paid off using District's accessible funds of District's PreNeed Investments f) Until P/N monies borrowed are repaid by recoupment no transfers will occur from PreNeed unless ROI g) Report - CalPERS liability less recoupments: FY2014-15; 2015-16; 2016-17; 2017-18; 2018-19; 2019-20 Action: h) Authorize FY 2019-20 recoupments to be applied to reduce "In-House" liability created to pay off CalPERS	
	2)	Review Fiscal Year 2019-2020 Operation Budget as of May 31, 2020	Discussion
		a) Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Interest Income (transfers in): WFA and Stifel, Nicholas, & Co., Inc. Investments and County of Kern Funds c) Miscellaneous Income d) Employee Compensation; Health and Retirement Benefit Expenses e) Operations & Maintenance Expenses: review expenditures as of May 31, 2020 f) Operations & Maintenance Expenses: review changes to line item allocations g) Resale Materials; Current Inventory h) Contracts, Leases, Agreements & Interest Expenses; Contingency i) Capital Outlay: Improvements - Rose Garden, Life is Eternal Plaque, Asphalt Project (District Obligation)	
	3)	Review Projected Fiscal Year 2020-2021 Operation Budget Components	Discussion
		a) Projected Sources of Revenues: Cemetery Service Revenue and Tax Appropriations b) Projected Interest Income (transfers in): WFA and Stifel Investments and County of Kern Fund Accts c) Projected Misc Income: Donations and Grants d) Projected Transfers In: FEMA & CalOES project completion transfers from Fund #42013 e) Projected Employee Compensation; Health and Retirement Benefit Expenses f) Projected Operations & Maintenance Expenses g) Operations & Maintenance Expenses - Professional Services: backhoe service and tires h) Operations & Maintenance Expenses - Professional Services: Auditor proposals received i) Operations & Maintenance Expenses - Professional Services: Surveyor - Historic Cemetery Project j) Projected Resale Materials; Current Inventory k) Projected Contracts, Leases, Agreements and Interest Expenses; Contingency l) Capital Outlay: Upgrade manager's office m) Capital Outlay: Grounds - replace missing block markers n) Projected Other Financing Sources: CalPERS Liability	
A	4)	Adopt District's Fiscal Year 2020-2021 Operation Budget	Action Required
		a) Discuss any adjustments and or modifications to projected income, expenses, & capital outlay Action: b) Adopt District's Operation Budget for Fiscal Year 2020-2021	
	5)	Review Fiscal Year 2019-2020 General Fund Budget as of May 31, 2020	Discussion
		a) Review Fiscal Year 2019-2020 General Fund #42010 Budget Components b) Interest earned: Kern County Fund #42010; end of year transfer of interest from Fund #42011 & #42012 c) Discuss transfer out restrictions in order to maintain at least six months of operation costs in reserve	

NEW BUSINESS - continued

A	6)	Review and Adopt Fiscal Year 2020-2021 General Fund #42010 Budget	Action Required
		a) Review Fiscal Year 2020-2021 General Fund #42010 Budget Components b) Discuss any adjustments and or modifications to projected income and transfers for FY 2020-2021 c) Capital Outlay: Rose Garden entrance and new "Life Is Eternal" Plaque d) Capital Outlay: Equipment - utility vehicle <i>Action:</i> e) Adopt District's General Fund #42010 Budget for Fiscal Year 2020-2021	
	7)	Review Endowment Fiscal Year 2019-2020 Budget as of May 31, 2020	Discussion
		a) Review Fiscal Year 2019-2020 Endowment Fund #42011 Budget Components b) Review interest earned from WFA investments that were transferred to General Fund #42010 & used c) Review accrued dividends previously earned from WFA investments resting in County Fund #42011 d) Review current accrued dividends earned from investments with WFA and Stifel e) Review Health and Safety Code 9065(f)	
A	8)	Review and Adopt Fiscal Year 2020-2021 Endowment Budget	Action Required
		a) Review Fiscal Year 2020-2021 General Fund #42011 Budget Components b) Discuss any adjustments and or modifications to projected income and transfers for FY 2020-2021 <i>Action:</i> c) Adopt District's Fiscal Year 2020-2021 Endowment Fund #42011 Budget	
	9)	Review PreNeed Fiscal Year 2019-2020 Budget as of May 31, 2020	Discussion
		a) Review Fiscal Year 2019-2020 PreNeed Fund #42012 Budget Components b) Review interest earned from WFA investments that were transferred to General Fund #42010 & used c) Review accrued dividends previously earned from WFA investments resting in County Fund #42012 d) Review current accrued dividends earned from investments with WFA and Stifel	
A	10)	Review & Adopt Fiscal Year 2020-2021 PreNeed Budget	Action Required
		a) Review Fiscal Year 2020-2021 General Fund #42012 Budget Components b) Discuss any adjustments and or modifications to projected income and transfers for FY 2020-2021 <i>Action:</i> c) Adopt District's Fiscal Year 2020-2021 PreNeed Fund #42012 Budget	
	11)	Review Deferred Maint Fiscal Year 2019-2020 Budget as of May 31, 2020	Discussion
		a) Review Fiscal Year 2019-2020 Deferred Maintenance Fund #42013 Budget Components b) Review accrued interest earned from Kern County Fund #42013 b) Review FEMA & CalOES transfers in and transfers out	
A	12)	Review & Adopt District's Fiscal Year 2020-2021 Deferred Maint Budget	Action Required
		a) Review Fiscal Year 2019-2020 PreNeed Fund #42013 Budget Components a) Review projected transfers in and transfers out for FY 2020-2021 b) Discuss any adjustments and or modifications to projected income and transfers for FY 2020-2021 <i>Action:</i> d) Adopt District's Fiscal Year 2020-2021 Deferred Maintenance Fund #42013 Budget	
	13)	Scope of Trustee's Compensation for attending this meeting	Information
		a) Stipend paid - allocation planned in fiscal year 2019-2020 budget for this special budget meeting	

NEXT REGULAR MEETING SCHEDULED: July 14, 2020 at 1:00 p.m.

MOTION TO ADJOURN

A	1)	a) Time meeting adjourned:	Action Required
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