



**BOARD OF TRUSTEES MEETING  
MINUTES**

**Regular Meeting  
Tuesday December 9, 2025 @ 9:00 AM**

**A. CALL TO ORDER**

**B. ROLL CALL OF THE BOARD :**  Mike Ryan  Kathy Agapiou  Deborah Hess  
 Esteban Olivares  Kat Barnum

**C. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**D. PUBLIC REQUESTS, COMMENTS OR PRESENTATIONS**

- *Laura Kyt read a statement. She spoke past her three minutes and was asked to stop.*

**E. CONSENT AGENDA:**

1. **Regular Board Meeting Minutes** – November 11, 2025
2. **Financial Report** – November 2025, Account Balances and P&L
3. **Cemetery Monthly Payment Report** - November 2025
4. **Authorize Transfer of Funds from 42012 to 42010 for Pre-Need Services Executed**

***Motion to approve by Treasurer Oliveras and 2nd motion by Trustee Hess. Passed unanimously***

**F. AUDIT Report:**

1. **Kevin Brejnak, District Auditor –**

- a. **Fiscal Year 21/22**

***Motion to approve was made by Secretary Barnum and seconded by Treasurer Oliveras and passed unanimously.***

- *Audits: 2022/2023 is in the works - 2023/2024 still needs to be completed*

**G. MANAGER'S REPORT (Information Only)**

**Orion Sanders, District Manager**

1. **Audits –21/22 complete**
2. **Finances – Monthly Payment Report**
  - *Software change from July 1st – money wasn't coming in July – Since November it has been resolved and is being paid.*
3. **FEMA Project – Bid from WZI to perform A&E**
  - *Bid from WZI Engineering \$45,000*
4. **Cemsites Software – Continue data clean-up**

- *Cemsites – Is time-consuming and being worked on ongoingly.*

**5. Groundskeeping** – Current Well investigation, Solar performance report, Headstone cleaning and leveling

- *Challenge is the well – Sent camera down and is waiting for the recommendation to see if it can be cleaned out and start being used again*
- *Reno is starting to level headstones.*

**6. Volunteer Projects** – None currently

- *Volunteer projects on hold until leaves are done falling*

**7. Improvements** – Storage shed clean-outs, new grain room

- *Will continue to do improvements, cleaning out all the junk, making one of the sheds into a grain room with racks and the other will also be utilized.*
- *Made racks to stack piping and clean up*

**8. Marketing** – Brochure Distribution

- *Still getting feedback from brochures and will get with Tara about how the board can help get brochures out to community.*

**9. Events** – National Wreaths Across America Day

- *National Wreaths Across America is this weekend on Saturday and will be laying wreaths and we have enough to cover 605 of the 890 headstones. Sarge's Wreath's for Vets raises all they can do to fulfill the total needs of the cemetery.*

**10. Training** – SB707 Brown Act Revamp Dec. 10, Conference Room, 9:00am

- *Training for ethics and harassment is available on Friday at the office, 9 am. Online and available to complete and submit to board.*

• *Deb asks: How far back do we have to go for the Audits? How much are we paying average of \$17,500 per audit*  
*Orion states 6 complete with 2 to finish.*

• *Kat asks about Volunteer Day with the Camp Owens Boys – How long do the boys from the camp come and work? Two hours in the morning.*

• **Question:** *What is the bill for the audits asks Catherine? Answer: Average of \$17500. Averaging one audit every month and a half*

• *Deb states: \$43000 was original quote, but it is closer to \$90000, which is way over budget. Orion reached out to the county for funds that may help and be reimbursed.*

• *Ryan gives update on Kathy and explained she will be in hospital but sounded good. She would like privacy currently.*

## H. OLD BUSINESS:

### 1. 2025-2026 Goals and Objectives

- *Working on projects that are labor related and not costly. Data cleanup*

### 2. Historic Kernville Cemetery

- *Historic Cemetery has new sign “Point of Historical Interest” but was a designated “Historical Landmark #132” previously. Will create more interest and hopefully more traffic*
- *Looking for additional grant money for a wrought iron sign over front of entrance*

### 3. Dry Landscape Concept Design

- #3 Dried Landscape – Got quote for design concept. Copy in packet (on hold until other major projects are complete)
- If we do get a running well Orion states that it will not be sustainable forever, so looking into the sustainable options
- Need to rethink how we conserve water in the long term. Above ground columbarium garden is done in phases each year. 3c and section 4 all done in phases. Part of proposal is to look at what we can afford each year, (suggests \$20000) and whether we can get grant money so that we can plan for what changes will be made
- Kat asks about the \$6500 quote and Orion reminded that the contractor pulled pipe from well and put camera down. May not do an acid wash and may not have to spend
- Orion states \$20000 was quote for well cleaning and \$6500 says will be \$13500 for remaining cleanout cost. Orion asked how high were the casings inside the well plugged up? Iron algae is built up on some sides, but not all.
- Keep lower section green and convert upper section with drip system and crushed granite, we may be able to eventually afford CalWater. Orion suggests we rethink how we conserve water.
- Deb asks which section does the quote cover? Sections 3c and 4

***Motion to move forward with dried landscape project by Treasurer Oliveras, seconded by Trustee Hess and passed unanimously.***

**I. NEW BUSINESS:**

1. Proposed 2026 District Fees
  - Discuss vault cost changes - Charges in line with the cost

***Motion to approve by Trustee Barnum, 2<sup>nd</sup> by Treasurer Olivares. Motion passed unanimously***
2. CAPC Annual Conference March 19-21, 2026
  - *March 19th -21st CPAK Annual Cemetery Conference Apply for Scholarship*

**J. DIRECTORS COMMENTS OR REPORTS NOT APPEARING ON THE AGENDA**

- Deb states man and woman of year Gary A and Yolanda O – Dinner Tuesday, Jan 13 at 5 pm at Paradise Cove. Pay through Chamber office.
- Treasurer Oliveras – Publicly thank Tamela Ashlock for all the hard work she did, while picking up so much slack and organizing the office.
- Catherine – Can you confirm that the board members applications were submitted for the next year? Oliveras talked to the county (Nov 18th Oliveras confirmed will be staying on board)

**K. ADJOURNMENT**

Next Regular Board of Trustees Meeting: January 13th, 2026 @ 9:00 AM

- *Adjourned 9:29 am*
- *January 13<sup>th</sup> is next meeting*