

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – March 8th, 2022 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday, 8 March 2022 @ 1:00 PM
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern
Due to the Covid-19 Pandemic, the January meeting was rescheduled for today.

Present: Harry Schustz, Chairperson/President, Board of Trustees
John Blythe, Member, Board of Trustees
Mark Montgomery, Member, Board of Trustees
Charles Lee, Member, Board of Trustees

By Phone: Esteban Olivares, Member, Board of Trustees

Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:00 PM

- A. ROLL CALL– QUORUM PRESENT (4 Trustees Present; Estaban Olivares, by phone)
- B. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- C. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- D. CONSENT AGENDA:
DISTRICT FINANCIAL REPORTS:
 - 1) Approval of December Financial Report
 - 2) Approval of January Financial Report
 - 3) Reports are subject to audit

Discussion: Laura pulled yellow report investment balance that is in decline
Trustee Blythe moved to approve consent agenda; second by Trustee Lee and passed.
- E. MANAGER’S REPORT: Randy Kyt, District Manager
 - 1. Department of Human Services - CalWORKS and KHSD Programs
 - 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
 - a. a) One student working to complete 80 hours of community service
 - 3. Condition of Cemetery Lawns
 - 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; trees are watered periodically to prevent loss
 - d. e) Visitors are discouraged because of the rodent population damage to all sections and care of headstone
 - 4. 1983 Ford Pick-Up Truck
 - a. Private party interested in purchasing Ford truck approved to be scrapped
 - b. 1983 Ford Pick-Up Truck was purchased in June of 2010

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- c. Mgr Kyt recommends the truck be sold instead of scrapping the truck
 - d. Mgr Kyt to research process of transferring title
 - e. Add topic to next regular meeting agenda for further discussion and as an action item
 - f. Research: proper way to sell truck is to put it out to bid where anyone can bid on it
 - g. Scrap truck or properly put truck out to bid to sell to highest sealed bid
Trustee Lee a motion to approve scrapping truck if no bids are made; second by Trustee Montgomery and passed.
5. Water Delivery System Maintenance
- a. Mgr to schedule preventative maintenance with Piute Pump Company, Inc.
Nontoxic agent not available
Trustee Montgomery – Does it open the well
Manager Kyt explains process – Stressful delays
Trustee Montgomery – How deep
Manager Kyt – 300+ feet
Manager Kyt – Capture water delivery from original mine Copper Dam
Trustee Lee – Do you think it is realistic the politicians would help
Manager Kyt – Under forest service jurisdiction and Corps of Engineer
Chairperson Schustz – One day we will see a transition to desert landscape
Trustees Olivares and Montgomery Questions status level of well
Manager Kyt does not know solution
Manager Kyt – See if Rick from Piute Pump can attend board meetings
 - b. Review water delivery system maintenance budget
\$1,500 – Cost \$900
- F. SECRETARY'S REPORT
1. Secretary Kyt Requests to Continue Modified Part-Time Schedule
- a. Secretary resumed working part-time (20 hours per week) on November 9, 2020
 - b. Secretary continues to be under medical care for injuries sustained in a car accident on July 7, 2020
 - c. Secretary requests to continue a modified work schedule (20 hours per week) until next meeting
 - d. Due to special admission into a medical care program Secretary needs more time to complete treatments
 - e. Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time
 - f. Secretary reports that the backlog of work proving difficult to bring current while working part-time
 - g. Secretary reports medical discharge to return to full-time work has not been obtained
- G. CLERK SPECIALIST RECEPTIONIST POSITION
1. Office Staff Personnel
- a) Authorize staff to begin the process of hiring part-time office staff for Accounts Receivable desk
 - b) Approve hourly rate of pay (minimum wage is \$14 per hour)
 - c) Approve number of hours per week new hire to work (1000 hours per year or less)
2. Employee Benefits: Health Insurance (Permanent Part-Time) Research
- 1) Kern County Medical, Dental & Vision Coverage is only available for District's full-time employees
3. Clerk Specialist Receptionist Job Description—Review Clerk Specialist Receptionist Job Description
4. Accepting Resumes for Clerk Specialist Receptionist Position

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- a) a) American Job Center (Lake Isabella) has publicly posted that the District is accepting resumes
- b) b) Resumes meeting job description qualifications have been received
- c) c) Interview selection of the most qualified applicants to begin on Wednesday March 9th
- d) d) Expected first day of work for Clerk Specialist Receptionist scheduled for March 26th

H. PROFESSIONAL ACCOUNTING SERVICES

- 1) Professional Accounting Services Report
- I. a) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work
- J. b) CPA Bruner is knowledgeable about importing and exporting data using the Sage Peachtree software
- K. c) CPA Bruner will be scheduled in July to begin the process of performing accounting services onsite
- L. d) CPA Bruner believes that he will be able to complete the 2016-2017 reports for the audit in one to two days
- M. e) CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
- N. f) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the audit
- O. g) Auditor Dennis may be able to perform the audit from a remote site after CPA Bruner completes the reports
- P. h) After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports
- Q. i) CPA Bruner will determine how many fiscal years he can complete with each onsite visit
- R. j) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed
- S. k) CPA Bruner has been scheduled to start financial reports FY 2016-2017 mid month in August
- T. l) Per the request of CPA Bruner we rescheduled to accommodate his schedule (week of August 30th)
- U. m) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed
- V. n) Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled
- W. o) CPA Bruner is available to perform accounting services in the month of November
- X. p) Schedule conflicts; District management suffered severe illnesses during the month of January
- Y. q) Progress Report – read email out loud

Review FY 2021-2022 Operation Budget and Allowed Modifications

Discussion

-
- a) Six month review of Fiscal Year 2021-2022 operations budget (revenues, interest and expenditures)
 - b) Modification: slight decrease of health benefits allocation from \$411.30 to \$388.90 per pay period
 - c) Modification: operation expense distribution
 - d) Modification: resale inventory and expense distribution
 - e) Modifications: other modifications to operation budget recommended by Mgr Kyt and/or Trustee

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Well under budget no modifications needed

Review FY 2021-2022 Budget for General Fund as of Dec. 31, 2021 *Discussion*

- a) Budget for Kern County Fund #42010 determines how funds accumulated are spent and restricted
- b) Review Fiscal Year 2021-2022 District's General Fund Components (Kern County Fund #42010)
- c) Review CSDA utility vehicle grant research

Review FY 2021-2022 Budget for Endowment Fund as of Dec. 31, 2021 *Discussion*

- a) Budget for Kern County Fund #42011 determines how funds accumulated are spent and restricted
- b) Review Fiscal Year 2021-2022 Endowment Budget Components (Kern County Fund #42011)
- c) Review Fiscal Year 2021-2022 Stifel investment interest earned report

Review FY 2021-2022 Budget for Pre-Need Fund as of Dec. 31, 2021 *Discussion*

- a) Budget for Kern County Fund #42012 determines how funds accumulated are spent and restricted
- b) Review Fiscal Year 2021-2022 District's PreNeed Fund Components (Kern County Fund #42012)
- c) Review Fiscal Year 2021-2022 Stifel investment interest earned report

Review FY 2021-2022 Budget for Deferred Maint Fund as of Dec. 31, 2021 *Discussion*

- a) Budget for Kern County Fund #42013 determines how funds accumulated are spent and restricted
- b) Review Fiscal Year 2021-2022 Deferred Maintenance Budget Components (Kern County Fund #42013)
- c) Funds from FEMA and CalOES to be transferred after CalOES closeout

NEW BUSINESS

Kern County Treasurer-Tax Collector - Public Auction March 14-16, 2022 *Action Required*

- a) Kern County public auction sale of tax-defaulted properties on which District can levy taxes/assessments
 - b) District does not have any properties on the list within its boundaries subject to taxes/assessments
 - c) Action by Kern Co. Board of Supervisors approved consent for the sale of certain tax-defaulted properties
 - d) District approves and submits consent to Kern County Treasurer Tax Collector for sale of said properties
- Trustee Blythe motions to approve and submit consent to Kern County Treasurer Tax Collector for sale of said properties;

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Second by Trustee Olivares and passed.

California Air Resources Board - Annual Reporting

Information

a) Annual report processed: District's fleet is in compliance with In-Use Off-Road Diesel Fuel Fleet Regulations

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

Statement of Economic Interest Form 700

a) Annual Filing of Statements of Economic Interests due April 1, 2022

Roster of Public Agencies Filings

- a) California Secretary of State Trustee roster due April 1, 2022 (no updates to report)
- b) County of Kern Trustee rosters due April 1, 2022 (required)

BOARD MEMBER REQUIRED TRAINING STATUS REPORT

Ethics AB 1234 Training - progress report

- a) Training may be completed at www.targetsolutions.com/kernrivercd
- b) Certification is current for Trustees: Blythe, Lee, Montgomery, Olivares, and Schustz
- c) Training assigned to: Trustee Schustz (certification expired February 21, 2022)
- d) Training assigned to: Manager Kyt (certification expired February 21, 2022) ~ Training Completed & Certified
- e) Training assigned to: Secretary Kyt (certification expired February 21, 2022)

Workplace Anti-Harassment Training AB 1825 - progress report

- a) Training may be completed at www.targetsolutions.com/kernrivercd
- b) Certification is current for Trustees: Blythe, Lee, Montgomery, and Olivares
- c) Training assigned to: Trustee Schustz (certification expired Oct. 25, 2021) ~ Training Completed & Certified
- d) Training assigned to: Manager Kyt (certification expired November 12, 2021)
- e) Training assigned to: Secretary Kyt (certification expired January 1, 2022)

CALL FOR NOMINATIONS

LAFCo: Kern Local Agency Formation Commission

LAFCo Board - Directors/Trustees/General Manager call for nomination

- a) Appointment of one LAFCo Independent Special District Representative and one Alternate
- b) Four year term ends May 2026

Open Nominations of District Trustees or GM to serve on LAFCo Board

Trustee Lee motions; Second by Trustee Montgomery and passed.

Nominations

None

Close Nominations of District Trustees or GM to serve on LAFCo Board

(If no nominations then no action required for #5 - action required for #7)

Select one or two Trustees or GM nominated for nominations

Trustee Montgomery motions; Second by Trustee Lee and passed.

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Instruct District Secretary to notify LAFCo of nomination

Authorize District Manager to cast ballot on behalf of District
Trustee Montgomery Motions; Second by Blythe and passed

KERN COUNTY SPECIAL DISTRICTS ASSOCIATION MEMBERSHIP

Special Districts Association membership drive

a) Participation with KCSDA requires an annual fee of \$25.00 and attendance activity
Manager Kyt recommends not at this time

NEW BUSINESS

Rose Family Crematorium Agreement Proposition

- a) Crematorium presents agreement for the purpose of proper disposal of residual cremated remains residual
- b) Crematorium presents agreement for the purpose of accepting abandoned cremations to scatter/bury
- c) Research Kern County Coroner's specific provisions and/or guidelines to receive abandoned cremations
- d) Terms of agreement regarding payment from Kern County are not defined
- e) Terms of agreement regarding payment from Rose Family Crematorium are not defined
- f) Terms of agreement are not defined as to how many times per year disposition of cremations will occur
- g) Administrative costs of record keeping; disposition permit activity; grave marking
- h) Contract creates potential opportunity to increase revenue - should Mgr Kyt sign the contract
- i) Approve Contract Revisions and authorize to execute revised agreement with or without attorney review
Trustee Blythe motions; Second by Trustee Lee and passed.

UNFINISHED BUSINESS

- a) District Financial Reports and Audits: FY 2016-2017 to FY 2020-2021
- b) Minutes: May 2020 to January 2022
- c) Historic Cemetery Surveyor Services
- d) CalPERS Contract & Future Liability
- e) District Strategic Master Plan
- f) Veteran's Park Project – Architect was planning to visit. Mgr Kyt will call

4) BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA

Chairman Harry Schustz: No Comment

Trustee Lee: No Comment

Trustee Montgomery: No Comment

Trustee Blythe: Nice to see everyone again

Trustee Olivares: Working with kids for cemetery maintenance

5) DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Tree health evaluation report

Secretary Kyt: Annual Kern Co. request for tenant/concessionaire listing

6) NEXT REGULARLY SCHEDULED MEETING: Tuesday May 10, 2022 at 1:00 PM

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- 7) MOTION TO ADJOURN: Mark Montgomery made a motion to adjourn the meeting at about 2:00 PM and was seconded by Charles Lee.

Respectfully submitted by

Tamela J Ashlock

Tamela J Ashlock
District Secretary

(These minutes were officially transcribed on July 11, 2024 for public record from meeting notes that were on file/available.)