

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, 13 May 2025 at 9:00 a.m.



KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
District Office: 8441 Burlando Road Wofford Heights, CA 93285

Present:	Mike Ryan	Chairperson/President,
	Kathy Agapiou	1 st Vice Chairperson
	Debbie Hess	2 nd Vice Chairperson
	Esteban Olivares	Treasurer of the board
	Teresa “Kat” Barnum	Secretary of the board
	Orion Sanders	District Manager

Guests: Patti Keon—Resident of KRVCD
Catherine Stachowiak, Kern Valley Sun Newspaper

1. **CALL TO ORDER:** Meeting was called to order by Chairperson Mike Ryan at 9:03 AM.
2. **ROLL CALL– QUORUM PRESENT**—All trustees are present.
3. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:** President Ryan gave the Pledge of Allegiance and Moment of Silence.

4. **PUBLIC COMMENT, REQUESTS AND PRESENTATIONS:**

President Ryan read statement Government Code Section 54953

Patti Keon read a statement concerning the percolation test in Historical Section. She bought her family plots thirty-four (34) years ago, and wants to purchase five (5) plots. However, the KRVCD placed a moratorium on 15 October 2024 and the family is waiting for a new survey and a WZI Engineering approval to secure the ground near the eastern part of the section.

Catherine Stachowiak, Kern Valley Sun Newspaper made no comment.

5. **CONSENT AGENDA:**

1. Regular Board Meeting Minutes – April 8, 2025
 2. Financial Report for April 2025—Account Balances and P & L
 3. Cemetery Services Report for April 2025
 4. Retain Ford Escape for office use
 5. CSDA Conference for Manager Sanders training
 6. Authorize Funds Transfer from 42012 to 42010 for Pre-Need Services Executed
- Trustee Olivares moved to accept the consent agenda and was seconded by 2nd Vice Chairperson Hess and passed unanimously.

6. **FISCAL YEAR 2018-2019 AUDIT** by Kevin Brejnak District Auditor. Kevin was unavailable, so audit was tabled until next meeting.

7. **DISTRICT MANAGER’S REPORT:** Orion Sanders, District Manager
 1. **Audits**—Kevin Brejnak District Auditor is currently working on the 2018/2019 audit.
 2. **Historical Cemetery**—WZI Inc, a professional civil engineering and geology firm, provided us with a [geographical survey](#) that recommended KRVCD only perform cremation burials on the last ¼ of the eastern edge of the Historical Section until the ground is stabilized. Casket Burials are recommended, as normal, in ¾ of the Historical Section on the western edge. In the meantime, cremation arrangements will continue as normal practice. Manager Sanders is concerned about bringing in heavy equipment before the slope failure is fixed, especially around the eastern edge or near fencing, because of the possibility of collapsing other graves.
 3. **Headstone Repair**—Several headstones in the Historical Section are broken and on the ground. Steel angle irons will help hold up the headstones. Therefore, a welder has been contracted to go over a design on getting a quote to accomplish this task. Manager Sanders is meeting with the welders today to get a quote.
 4. **Cemsites Software**—Cemsites date for migration completion is May 30th and will go live on the KRVCD website on June 19 2025. This will allow anyone to search and find the loved ones buried in the cemetery.
 5. **Well Repair**—The well has black mold, so the well will be shut down for cleaning.
 6. **Volunteer Projects**—We are looking for volunteer groups who are looking to do a special project: planting roses in the Rose Garden, cleaning headstones, or painting our portable chapels. Each person must sign a “Release of Liability” form to volunteer at the cemetery.
 7. **Improvements** - Handicap spaces have been painted, and tool sheds need to be wired to code. We are concerned that that wiring does not cause a fire.
 8. **Marketing**—Health and Resource Fair is on June 28th 10:00-1:00 p.m. at the Senior Center in Lake Isabella CA. Tara Overall will be submitting the application and give out goodie bags.
 9. **Events** – The cemetery has two annual events: Memorial Day and Veterans Day Ceremony. We will have a Memorial Day Ceremony on May 26 2025 at 11:00 a.m. Afterwards, KRVCD will also have a Historical Section Veterans Tour provided by Charl Ann Gregory at the Kern River Valley Historical Society. We hope the board will be able to attend.
 10. **Training** - District Manager, Orion Sanders will attend the CSDA Leadership Summit in Lake Tahoe, California.

8. OLD BUSINESS

Historic Cemetery Burials - WZI did a geographical survey as shown above and did a percolation test at six (6) ft deep. This was a positive result, because the water did not come up. However, there is a slope failure at the ¼ eastern edge of the Historical Section. WZI recommended we continue with casket burials in ¾ of the western section of the cemetery, near the road, but only perform cremation burials at ¼ of the cemetery near the eastern slope until the ground is stabilized.

9. MOTION TO CEASE MORITORIUM AND OPEN UP THE HISTORICAL SECTION:

Secretary Barnum moved to open up the Historical Section and was seconded by Vice Chairperson Hess and passed unanimously.

10. MOTION TO APPROVE WZI RECOMMENDATIONS

Secretary Barnum moved to approve WZI recommendations and was seconded by Treasurer Olivares and passed unanimously.

11. NEW BUSINESS—Internet transfer from Kern Valley Wireless to Earthlink —discussion tabled until next meeting when we discover if we can get Earthlink residential rates.

12. BOARD MEMBER ANNOUNCEMENTS NOT APPEARING ON THE AGENDA:

Chairman, Mike Ryan	Current budget underdeveloped, but will be improved with 2025 FY Budget
1 st Vice Chairperson, Kathy Agapiou	None
2 nd Vice Chairperson, Debra Hess	Discussed the cost to fix ground failure
Esteban Olivares, Treasurer	Discussed Cal OES & FEMA
Teresa “Kat” Barnum, Secretary	None

13. CLOSED SESSION Call to Order at 9:30 a.m.

Performance evaluation of District Manager

14. CLOSED SESSION REPORT: Performance evaluation discussed. No action taken.

15. MOTION TO ADJOURN CLOSED SESSION: Second Vice Chairman Hess moved to adjourn the meeting at 10:19 a.m. and was seconded by Treasurer Olivares and passed unanimously.

16. MOTION TO ADJOURN REGULAR MEETING: Secretary Barnum moved to adjourn the meeting at 10:19 a.m. and was seconded by Vice Chairperson Hess and passed unanimously.

NEXT REGULARLY SCHEDULED MEETING: 10 June 2025 9:00 am

Respectfully submitted by Tamela J Ashlock, District Secretary
Minutes submitted by Secretary Barnum, Board of Trustees