

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

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

Regular Meeting

Tuesday, March 10, 2020

1:00 P.M.

Chairperson: John Blythe
Trustees: Steve Lott, 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.

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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, Lott, 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!**

CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

DISTRICT MINUTES

- | | | | |
|----|----|----------------------------------------------------------|-----------------------|
| CA | 1) | Approval of January 14, 2020 Regular Meeting Minutes | <i>Consent Agenda</i> |
| CA | 2) | Approval of February 18, 2020 Special Meeting Minutes | <i>Consent Agenda</i> |
| CA | 3) | Approval (subject to audit) of December Financial Report | <i>Consent Agenda</i> |
| CA | 4) | Approval (subject to audit) of January Financial Report | <i>Consent Agenda</i> |

NON-RESIDENT FEE WAIVED

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|----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| CA | 5) | Request received to waive non-resident fee: Interment of Norma Gibbens
a) Casket interment: January 17, 2020 [Section III-C, Block 388, Lot D14(b)]
b) Mrs. Gibbens moved away due to medical reasons in 2017
c) Mrs. Gibbens was a resident of the valley for 20 years | <i>Consent Agenda</i> |
| CA | 6) | Request received to waive non-resident fee: Interment of Esther Taylor
a) Casket interment: January 30, 2020 [Section II, Block 116, Lot D13]
b) Mrs. Taylor moved away due to medical reasons in 2018
c) Mrs. Taylor was a resident of the valley for 37 years | <i>Consent Agenda</i> |

RELEASE OF INTEREST & LOT RELOCATION WITHIN DISTRICT

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|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| CA | 7) | Release interest in lot and relocate to a lot within District: Mary Hall
a) FROM: Section II, Block 160, Traditional Casket Single Lot D14
b) TO: Cremation at the heart of husband Roy Hall [Section III-B; Block 160; Single Lot D15]
c) Transfer fee (\$125) waived - traditional interment single lot recovered
d) Burial Rights and Endowment Care fees paid transferred; additional interment fees paid | <i>Consent Agenda</i> |
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**Action
Required**
A

APPROVAL OF THE CONSENT AGENDA

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| 1) | All items listed with a "CA" are considered to be routine and approved by one motion unless an item is pulled. Each pulled item will be heard in open session in number sequence order after approval of consent agenda. Action on each item pulled will be taken after discussion of the item pulled. | <u>Action Required</u> |
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**Action
Required**
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RELEASE OF INTEREST AND REFUND

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| 1) | Release of Interest in Plot and Refund: George Robinson
a) Section III-A, Block 69, Traditional Single Lot B8
b) Reason: Mr. Robinson's wife Delores made other arrangements
c) Refund: to be made payable to Delores Robinson (\$608.25)
d) Transfer: from County PreNeed Fund #42012 (\$543.25) to County General Fund #42010 | <u>Action Required</u> |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
- Action:**

MANAGER'S REPORT

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| | 1) Department of Human Services - CalWORKS and KHSD Programs | Information |
| | a) CalWORKS participants assigned for training work part-time and are paid by the Dept of Human Services | |
| | b) Two participant assigned by CalWORKS for training as a groundskeeper (started in Nov. 2019 & Feb. 2020) | |
| | c) KHSD participants assigned for training work six months only and receive full-time pay | |
| | d) No participants are assigned for the KHSD training program | |
| | 2) Department of Human Services - CalWORKS and KHSD Programs | Information |
| | a) Work site agreement renewed on February 20, 2020 (expires June 30, 2023) | |
| | b) Certificate of Coverage effective July 1, 2019 expires July 1, 2020 | |
| | 3) Historic Cemetery: National Register of Historic Places Process | Information |
| Nov 2018 | a) Southern California Edison (SCE) ground disturbance due to installing electric poles (June & September 2018) | |
| Nov 2018 | b) Kick off meeting (October 22, 2018) attended by Chairperson Sloan-Thurman and District Staff | |
| Nov 2018 | c) Archaeologists collect evidence (October 22, 2018 to October 26, 2018) | |
| Nov 2018 | d) Report to be generated by SWCA Environmental Consultants hired by SCE | |
| Nov 2018 | e) Restoration of affected area evaluation process performed by Sequoia National Forest and SCE | |
| Nov 2018 | f) National Register of Historic Places - determination process of eligibility | |
| Nov 2018 | g) Review the Record of Survey information provided by Surveyor Loryne Schamber | |
| Nov 2018 | h) Water diversion planning to prevent erosion damage of land and slopes when dam is full to capacity | |
| Nov 2018 | i) Discovery: full lake water encroachment of District boundaries | |
| Nov 2018 | j) Sequoia National Forest Archaeologists William MacNeill and Tim Kelly give situation assessment presentation | |
| Nov 2018 | k) KRVCD Trustees and management additional subject matter inquiry - information obtained | |
| Dec 2018 | l) SCE installed erosion barriers around base of telephone poles | |
| Jan 2019 | m) Emails sent to SCE~SWCA and National Sequoia Forest (SNF) for update on report | |
| Mar 2019 | n) Email received from Archaeologist MacNeill - waiting for SWCA to submit final draft | |
| May 2019 | o) Mgr Kyt spoke with Archaeologist MacNeill - waiting for SWCA to submit revised draft | |
| Nov 2019 | p) Update by Archaeologist MacNeill - email received - final report from SCE~SWCA is not complete | |
| Jan 2020 | q) Update by Archaeologist MacNeill - Site Evaluation & Impact Assessment letter dated Dec. 20, 2019 rec'd | |
| | 4) Tree # P24 Removal (Section I - Triangle) | Information |
| | a) Southern California Edison removed tree on January 23, 2020 | |
| | b) SCE reported concerns tree wearing on power lines | |
| | c) Brush and debris removed from site | |
| | 5) Grounds Maintenance | Discussion |
| | a) Preparation begins for water system management: well and valves | |

Action Required
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BID PROPOSAL PROCESS: TRANSITION DRIVEWAY ASPHALT PROJECT

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|---------|---------------------------------------------------------------------------------------------------------------------|-----------------|
| | 1) District Policy and Invitation for Bid | Action Required |
| | a) Adjustment to publish notice to contractors in newspaper requesting bid proposals - 30 day legal requirement | |
| | b) Advertising policy of District is to comply with State of California policy of which District is restricted from | |
| | c) Amend District Policy for the period of time to publish notice to contractors in newspapers or other sources | |
| | e) Review costs of publishing legal notice in Bakersfield California and Kern Valley Sun | |
| | f) Consider adjustment: bid proposal minimum scope and limit of insurance may limit number of bids received | |
| | g) Sealed bids must be opened at a public meeting | |
| | h) Extend time frame for invitation for bid & set date to open sealed bids at a special meeting open to the public | |
| | i) Review language of contract prior to opening sealed bids at special meeting in April | |
| Action: | j) Amend District Policy pertaining to advertising invitation for bid | |
| Action: | k) Amend requirements for publishing the transition driveway asphalt project invitation for bid | |
| Action: | l) Amend contractor's insurance requirements for the transition driveway asphalt project | |
| Action: | m) Extend time frame for invitation for bid & set date to open sealed bids at a special meeting open to the public | |

HISTORIC CEMETERY ACTIVITIES

- | | | | |
|------------|-----|------------------------------------------------------------------------------------------------------------|--------------------|
| | 1) | Historic Cemetery Sale of Plots and Interment Activity | <i>Information</i> |
| Nov 2018 | | a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees | |
| Sept 2019 | | b) First interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Waldrop | |
| Oct 2019 | | c) Second interment performed from November 13, 2018 to present: Cremation PreNeed - Elizabeth Worlds | |
| Oct 2019 | | d) Cremation PreNeed Arrangements: Joyce Holt - to rest in same plot with husband Johnnie Holt | |
| | 2) | Survey Services for Historic Cemetery | <i>Discussion</i> |
| Nov 2018 | | a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008 | |
| Nov 2018 | | b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping | |
| Nov 2018 | | c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet | |
| Nov 2018 | | d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey | |
| Nov 2018 | | e) Historic cemetery plots sizes are not uniform and block markers are ineffective | |
| Nov 2018 | | f) Paddle markers placed by the movie industry when western films were filmed were never identified | |
| Nov 2018 | | g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed | |
| Nov 2018 | | h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues | |
| Nov 2018 | | i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review | |
| Nov 2018 | | j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves | |
| Nov 2018 | | k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services | |
| Nov 2018 | | l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18) | |
| Jan 2019 | | m) Grid survey map prepared by surveyor would prove helpful to staff | |
| Mar 2019 | | n) Surveyor Schamber scheduled to perform ground penetrating radar equipment in Historic Cemetery | |
| Mar 2019 | | o) Other work performed by Surveyor Schamber - District property lines confirmation | |
| May 2019 | | p) Surveyor Schamber and team scheduled for the weekend of June 1st | |
| June 2019 | | q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st | |
| July 2019 | | r) Mgr Kyt reports that Surveyor Schamber is waiting for report from drone operator | |
| July 2019 | | s) Mgr Kyt reports that ground penetrating radar will be performed by Surveyor Schamber & team in August | |
| Nov 2019 | | u) Update by Surveyor Schamber - email received (September 10, 2019) regarding Burn's property easement | |
| Jan 2020 | | v) Update by Surveyor Schamber - email received with attachment of Historic Cemetery grid map | |
| Discussion | >>> | w) Progress Report | |

EMPLOYEE NOTIFICATIONS AND REPORTS

- | | | |
|----|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1) | Ethics AB 1234 Training - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Employees: Manager Kyt and Secretary Kyt | |
| 2) | Workplace Anti-Harassment Training AB 1825 - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Employees: Manager Kyt and Secretary Kyt | |

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

- | | | |
|----|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1) | Ethics AB 1234 Training - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Trustees: Blythe, Lott, Schustz, and Wenstrand | |
| 2) | Workplace Anti-Harassment Training AB 1825 - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Trustees: Blythe and Schustz | |
| | c) Training assigned to: Lott and Wenstrand | |

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS - continued

- 3) Trustee Resignation Notifications *Information*
 - a) Trustee Oral Atchison resigned due to personal reasons (January 22, 2020)
 - b) Trustee Oral Atchison's term would have expired on November 27, 2022
 - c) Trustee Oral Atchison has submitted his 700 form as required for leaving office
- 4) Kern County Clerk of the Board Notified *Information*
 - a) Sent letter notifying the Kern County Clerk of the Board of Trustee Oral Atchison's resignation
- 5) Kern County Supervisor Mick Gleason Notified *Information*
 - a) Sent letter notifying the Kern County Supervisor Mick Gleason of Trustee Oral Atchison's resignation
- 6) Roster of Public Agencies Filings Updated: Report of Resignation *Information*
 - a) California Secretary of State Trustee roster updated: reported resignation of Trustee Oral Atchison
 - b) County of Kern Trustee rosters updated: reported resignation of Trustee Oral Atchison
- 7) Trustee Resignation Other Notifications *Information*
 - a) Insurance Carrier - Golden State Risk Management Authority
 - b) Investment Officer Luke Kittinger - Wells Fargo Advisors
 - c) California Association of Public Cemeteries
 - d) California Association of Special Districts
- 8) Trustee Appointment Request - Application Submitted *Information*
 - a) Mark Montgomery of Wofford Heights submits his application to the Kern County Clerk of the Board (Feb 18)

BOARD OF TRUSTEES ACCOUNT AUTHORIZATIONS

- 1) AltaOne Federal Credit Union - Account Signature Cards *Information*
 - a) Updated account authorization requested for current Board Members and Mgr Kyt for both bank accounts
 - b) Updated account authorization requested for Secretary Kyt to obtain bank information only for both accounts
 - c) Need approved minutes to support action of the District Board of Trustees and copies of driver's licenses
- 2) Kern County - Processing Systems Signature Cards *Information*
 - a) Sec Kyt was informed by Kern County admin office that Chairperson Blythe does not have a card on file
 - b) Sec Kyt to prepare new signature card for Chairperson Blythe for signature
- 3) Wells Fargo Advisors - Account Authorization Agreement *Information*
 - a) Signature update of account authorization agreement corrected by Wells Fargo Advisors and received
 - b) Sec Kyt to obtain signature of new authorized signer - Trustee Schustz
- 4) Stifel, Nicolaus, & Company Inc. - Broker Sandra Wheeler *Information*
 - a) Agreements to transfer investments resting in Wells Fargo Advisors accounts received & typed
 - b) Sec Kyt to obtain signature of Trustee Blythe, Trustee Schustz, and Mgr Randy Kyt
 - c) Once account authorization agreement has been updated by WFA (mailed certified) transfer can occur

UNFINISHED BUSINESS

- 1) Fiscal Year 2016-2017 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2018 and County is June 30, 2018
c) Secretary's average hours worked in FY 2016-2017 = 25 hours per week
d) Progress report by Secretary
- 2) Fiscal Year 2017-2018 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2019 and County is June 30, 2019
c) Secretary's average hours worked in FY 2017-2018 = 30 hours per week
d) Progress report by Secretary
- 3) Fiscal Year 2018-2019 Audit *Discussion*
a) Auditor confirmed for audit of fiscal year 2018-2019 (District budgeted \$4,250 + mileage)
b) UPDATE: due dates for audit: State is January 31, 2020 and County is June 30, 2020
c) Secretary's average hours worked in FY 2018-2019 = 40 hours per week
d) Progress report by Secretary
- 4) Cemetery Record Management Software - Intera *Discussion*
July 2019 a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date
July 2019 b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004
July 2019 c) Secretary reports that correcting original data entry errors is time consuming and is done when found
July 2019 d) To correct the record management software data entry of individual records would be a huge undertaking
July 2019 e) No resources in record management software to generate any data entry reports or accounting reports
July 2019 f) Upgrading Intera record management software has never been done; software technology has advanced
July 2019 g) If a decision is made to upgrade the record management software it would be managed online (in the cloud)
July 2019 h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected
July 2019 i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand?
July 2019 j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software
July 2019 k) Duplication of receipting is happening with the current record management of death records causing backlog
July 2019 l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages
July 2019 m) Other cemetery software is available that may be more affordable and may not demand an annual fee
July 2019 n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it
Nov 2019 o) Progress report: research software upgrade - Secretary reports she has made contact with providers
Jan 2020 p) Secretary plans to make contact with software vendors and providers at the upcoming CAPC conference
Discussion >>> q) Training session (1 1/2 hour) received by Secretary on Intera cemetery management software upgrade
Discussion >>> r) Report: secretary met multiple cemetery management software vendors at the CAPC conference (Feb 20-22)
- 5) California Association of Public Cemeteries 62nd Annual Conference *Discussion*
Jan 2020 a) Scheduled from February 20 thru February 22, 2020 in Oxnard (registration fee was \$458.00 per person)
Jan 2020 b) CAPC awarded two all expense paid scholarships for District Manager Randy Kyt and Trustee Harry Schustz
Jan 2020 c) GSRMA awards training grant of \$1,000 to pay for Secretary Kyt to attend the conference
Discussion >>> d) Trustee Harry Schustz, Manager Randy Kyt, and Secretary Kyt attend conference
Discussion >>> e) Conference attendees provide written report and expense report for conference training
- 6) District Policies and Procedures Handbook *Discussion*
Jan 2020 a) CSDA offers Sample Policy Handbook at a cost of \$225.
Jan 2020 b) By purchasing this sample policy handbook it may save a great amount of policy research time
Jan 2020 c) To purchase the Special District's Sample Policy Handbook OR not to purchase the sample handbook
Discussion >>> d) Report: copy of "table of contents" from CSDA requested - Sec Kyt was not able to review it at conference

Action Required		<u>NEW BUSINESS</u>	
A	1)	Schedule Special Meeting in April	<u>Action Required</u>
		a) To review language of contract for transition driveway asphalt project	
		b) For the purpose of opening the sealed transition driveway asphalt project invitation for bid	
Action:		c) Schedule special meeting in April to discuss items (a) and (b) as well as any other District business	

CALL FOR NOMINATIONS

	1)	LAFCo Board - Directors/Trustees/General Manager call for nomination LAFCo: Kern Local Agency Formation Commission	<i>Information</i>
		a) Appointment of one LAFCo Independent Special District Representative and one Alternate	
		b) Four year term ends May 2024	
A	2)	Open Nominations of District Trustees or GM to serve on LAFCo Board	<u>Action Required</u>
A	3)	Nominations	<u>Action Required</u>
A	4)	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)	<u>Action Required</u>
A	5)	Select one or two Trustees or GM nominated for nominations	<u>Action Required</u>
	6)	Instruct District Secretary to notify LAFCo of nomination	<i>Information</i>
A	7)	Authorize District Manager to cast ballot on behalf of District	<u>Action Required</u>

>>>>>

ADD ITEMS FOR FUTURE AGENDAS

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BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

Board Member Announcements or Reports (Information Only): On their own initiative, Board members may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. (Gov. Code Sec. 54954.2[a])

- 1) Trustee Blythe
- 2) Trustee Lott
- 3) Trustee Schustz
- 4) Trustee Wenstrand
- 5) Vacant Seat

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

NEXT REGULAR MEETING:

Scheduled: May 12, 2020 at 1:00 p.m.

Action Required		<u>MOTION TO ADJOURN:</u> <i>time meeting adjourned</i>	<u>Action Required</u>
A	1)	a) Action to close	