



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

Present: Mike Ryan, Chairperson/President,
Esteban Olivares, Treasurer
Teresa “Kat” Barnum, Secretary
Orion Sanders, District Manager

Absent: Kathy Agapiou, 1st Vice Chairperson
Debbie Hess, 2nd Vice Chairperson

1. **CALL TO ORDER**—Meeting was called to order by Chairperson Mike Ryan at 9:00 AM
2. **ROLL CALL QUORUM PRESENT**—two trustees absent
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: None**
5. **CONSENT AGENDA:**
 - A. Regular Board Meeting Minutes – August 12, 2025
 - B. Financial Report for August 2025 – Account Balances and P&L
 - C. Cemetery Services Report - August 2025
 - D. Authorize Transfer of Funds from 42012 to 42010 for Pre-Need Services Executed
Secretary Barnum moved to accept the consent agenda and was seconded by Treasurer Olivares and passed unanimously.
6. **FISCAL YEAR 2020/2021 AUDIT by Kevin Brejnak District Auditor received and filed.**
Auditor Brejnak had numbers that did not reconcile correctly, so he is looking into it in more depth and will have the audit complete by the next KRVCD Board meeting on 14 October 2025.
7. **MANAGER’S REPORT Orion Sanders, District Manager**
 - A. Audits—We are very close to having 2020/2021 complete, when numbers are reconciled.
 - B. Manager Sanders gave statistical information for monthly financial and burial report. The Revenue Report is based on invoices, not receipts so the preneed monthly payments are missing. Manager Sanders has contacted Cemsites to create a correct report including burial and preneed monthly payments.
 - C. FEMA Project – Discussion included how much was our obligation and Manager Sanders replied that it was unknown and he is waiting for the projects to move out of EHP Review and towards obligation. He will report where FEMA funds were deposited in the past.

- D. Cemsites Software – We have an ongoing cleanup of the data. Currently, we have 374 preneed accounts. As soon as the audits are complete, we can integrate Cemsites with QuickBooks.
 - E. Groundskeeping—
 - a. Headstones are nearly completed and Reno is working on them today.
 - b. We are looking for quotes for the Well Drilling and a Water Witcher. We plan on securing funding after the quotes are received.
 - F. Solar performance—The solar panels are being repaired; They ran a new internet line and discovered 23 panels need repaired. Solar Panels have a 25-year warranty for maintenance.
 - G. Volunteer Projects—Camp Owen young men are coming this morning to help Reno pick up pine needles and bury drip lines. Priority for cemetery cleanup:
 - a. Memorial Garden
 - b. Portable Chapel Repair—the legs need to be welded and painted along with top cover.
 - H. Improvements— New chairs were purchased for the office. Reno and Tim are finishing the last five (5) headstones, along with portable chapel repair and lights are ordered that will clamp onto flag poles making them more visible.
 - I. Marketing—Tara has distributed fliers to local community.
 - J. Training—District Secretary Tamela is scheduled to attend the Ventura Conference on scholarship for 2025
8. **OLD BUSINESS**—Discussed updates 2025-2026 Goals and Objectives
- A. Cemetery bathroom renovation and historic signage have been put on hold until we find more funds to complete.
 - B. Vault lowering device needs to be fixed.
 - a. Chairman Ryan explained his insights on history of budget, audits, and projects.
 - b. Solar panels may be cleaned to increase usage.
 - c. Paperwork and audit should be highest priority then water needs, etc.
 - d. Manager Sanders gave update on workshop list:
 - i. Validating burial list
 - ii. Tara is walking grounds & installing grave markers
 - e. Discussed the application for the California Historical Landmark for the Old Kernville Cemetery and if the cemetery falls under that designation.

9. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Chairman Mike Ryan:	None
Kathy Agapiou, 1 st Vice Chairperson	None
2 nd Vice Chairperson Hess:	None
Esteban Olivares, Treasurer	None
Teresa “Kat” Barnum, Secretary	None

MOTION TO ADJOURN:

Treasurer Oliveras moved to adjourn the meeting at 10:14 am and was seconded by Secretary Barnum and passed unanimously.

NEXT REGULARLY SCHEDULED MEETING: 14 October 2025 9:00 am

Respectfully submitted by Tamela J Ashlock, District Secretary

Minutes submitted by Secretary Barnum, Board of Trustees