

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, 10 June 2025 at 9:00 a.m.



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,
Kathy Agapiou, 1st Vice Chairperson
Debbie Hess, 2nd Vice Chairperson
Esteban Olivares, Treasurer
Teresa “Kat” Barnum, Secretary
Orion Sanders, District Manager

1. CALL TO ORDER—Meeting was called to order by Chairperson Mike Ryan at 9:00 AM

2. ROLL CALL QUORUM PRESENT—All trustees 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:

Catherine Stachowiak, Kern Valley Sun Newspaper made no comment.

5. CONSENT AGENDA:

1. Regular Board Meeting Minutes – May 13 2025
2. Approval to reapprove minutes—April 8 2025
3. Financial Report for May 2025 – Account Balances and P & L
4. Cemetery Report for May 2025
5. Authorize Transfer of Funds from 42012 to 42010 for Pre-Need Services Executed

Second (2nd) Vice Chairperson Hess moved to accept the consent agenda and was seconded by Treasurer Olivares and passed unanimously.

6. REVISED MINUTES—Regular Board Meeting Minutes of April 8 2025—Trustee Olivares was listed as absent

Second (2nd) Vice Chairperson Hess moved to accept the consent agenda and was seconded by Treasurer Olivares and passed unanimously.

7. FISCAL YEAR 2018—2019 AUDIT by Kevin Brejnak District Auditor received and filed

Second (2nd) Vice Chairperson Hess moved to accept the consent agenda and was seconded by Secretary Barnum and passed unanimously.

8. DISTRICT MANAGER’S REPORT: Orion Sanders, District Manager

1. Audits are complete for 2018-2019; the 2019-2020 audit is coming soon.
2. Monthly Burial Report—The Cemetery is on track for burials: there were four burials for May and three planned for June. Two preneed contracts were added: one paid in full and one is on a monthly payment plan.
3. FEMA Project—No correspondence has been received, but an email was sent requesting an update that has not been responded to as of this date.

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4. Cemsites Software is currently in use and is still in migration review.
 - i. Database was sent in an email and instructed to use the list, but they did not it. A new list was sent, once we discovered the issue and Cemsites are working on it.
 - ii. We purchased the last piece of equipment needed. Customers can now view the contract as it is being created on a separate monitor and signature pad, where they e-sign documents. This allows us to retain a digital record of both customer and District Manager Sanders' signature.
 5. Groundskeeping—The cemetery struggles with having enough water to fill the well properly. We attempt to water twenty (20) minutes twice a day, but we are only able to water 13 minutes daily on the top level and 10 minutes on the bottom. The tank is not filling up fast enough for the water needed to maintain the cemetery: we water for three days and then have one day off to refill the well. We are evaluating if we need to drill for another well.
 6. Historic Headstone Repair—There are thirteen (13) broken headstone that need repairs. Four (4) contractors were asked to bid and only one (1) responded, which quoted \$150 to repair each headstone. This process includes a metal angled frame welded around the headstone.
 7. Volunteer Projects—The cemetery reached out to a few community organizations and we are awaiting their response.
 8. Improvements—Three parking lots have been painted due to the hard work of Reno Shadden.
 9. 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 give out goodie bags.
 10. Events—Memorial Day Service had our biggest turnout of 112 people on May 26 2025.
 11. Training for Board Member Duties and Mandatory Ethics Training
 - i. Board Member Duties and Liability Webinar is on June 18 at 10:00 a.m. Each board member is encouraged to attend.
 - ii. AB 1234 Mandatory Ethics Training is on June 20 at 8:00 a.m. This is an annual requirement. Staff will attend together in the conference room and all board members are current.
9. **OLD BUSINESS**—Upgrade Kern Valley Wireless to Residential Plus, \$81.95/mo. Converting to Starlink would cost \$165. Discussion ensued about internet local options and settled on an upgrade at Kern Valley Wireless for \$20.00 per month.

Treasurer Olivares motioned to approve internet upgrade and was seconded by Secretary Barnum and passed unanimously.

10. NEW BUSINESS:

1. Vicki Vega requested to move Elmer Vaughn from Urn Bank 3 to the Historical Section to keep the family together.

Second Vice Chairperson Hess motioned to approve Vicki Vega's request to disinter Elmer Vaughn and move him to the Historical Section Block 28, Lot B5 and was seconded by Secretary Barnum and passed unanimously.

2. Anaheim Landscape Expo November 12-13

Conference key points are crushed granite uses and drought resistant products. Manager Sanders and Reno plan to attend to discover ways to increase beautification while attempting water conservation. Board members were given a packet with prices and information on the annual event.

Treasurer Olivares moved to approve attendance at the Anaheim Landscape Expo on November 12-13 2025 and was seconded by 2nd Vice Chairperson Hess and passed unanimously.

3. 2025-2026 Fiscal Year Budget Presentation

1. Manager Sanders and Administrative Assistant Overall presented an extensive presentation on the annual 2025 budget, compared FY 2024-2025 to FY 2023-2024:
 - Interment sales increased 49.4%
 - Total income increased 24.1%
 - Chart of Accounts was analyzed and renamed to be more efficient.
 - The board will receive monthly the actual vs budget report in the board packet starting in July.
2. Manager Sanders discussed a plan for the future for Section IV. He would like to have that section in crushed granite to decrease the water usage and discussed the possibility of above ground columbariums. Water continues to be an issue. We currently water once a day for 14 minutes and he suggested watering every other day to save water, then analyze those results.
3. Board discussed one-time expenses incurred this year
 - i. Audits—KRVCD has eight audits to complete: four audits (2015-2018) were completed this year, and four more audits (2019-2024) will be completed next year. The District Auditor charges \$8500 for one (1) audit, which does not include Accountant David Bruner's bill nor the salary of a part-time employee to assist in the audit process. GSRM may play a part in assistance.
 - ii. KRVC purchased a truck and a dump trailer so services that were previously outsourced can now be completed by staff.
 - iii. KRVC invested in *Cemsites* a cemetery online management system
 - iv. Sprinkler system was not operational in July 2024. The entire sprinkler system had to be repaired.
4. Q & A session allowed each board member additional information.

Second (2nd) Vice Chairperson Hess motioned to approve the 2025-2026 budget and was seconded by Treasurer Olivares and passed unanimously.

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

Chairman Mike Ryan:	Suggested looking into prices for a five (5) piece vault
Kathy Agapiou, 1 st Vice Chairperson	None
2 nd Vice Chairperson Hess:	None
Esteban Olivares, Treasurer	None
Teresa "Kat" Barnum, Secretary	None

12. MOTION TO ADJOURN:

Secretary Barnum moved to adjourn the meeting at 10:14 a.m. and was seconded by 2nd Vice Chairperson Hess and passed unanimously.

NEXT REGULARLY SCHEDULED MEETING: 8 July 2025 9:00 am
Respectfully submitted by Tamela J Ashlock, District Secretary
Minutes submitted by Secretary Barnum, Board of Trustees