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 – June 10, 2025
   2. Financial Report for May 2025 – Account Balances and P&L
   3. Cemetery Services Report - June 2025
   4. Release of Interest Refund – Bonnie Myers Section III-A, Block 25, Lot A2
   5. Employee performance review and scale
   6. 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. **FISCAL YEAR 2018—2019 AUDIT by Kevin Brejnak District Auditor received and file**.
   Second (2nd) Vice Chairperson Hess moved to table the 2019 Audit Report until August board meeting and was seconded by Secretary Barnum and passed unanimously.

7. **MANAGER'S REPORT Orion Sanders, District Manager**
   1. We are close to having the monthly burial report come via Cemsites, so it will be more automated.
   2. There is no update on the FEMA Project. Orion has attempted to reach out to them, but they have not responded. Chairperson Ryan discussed cremation and burial in the Historical Section. Manager Sanders confirmed we can bury in that section, within recommended stipulations from percolation test.

3. Cemsites software lists and maps are being updated. The list compared to map needs more updating with boots on the ground. Orion's team is now walking the grounds to verify records. We are looking for graves that we did not know previously existed. We are hoping the migration will be done by the end of the month. This has been a year-long project, so we will hit a milestone when we get that online.
4. The well system works efficiently and is pumping functionally, but we do not have enough water in the ground. The well is seventy-five feet (75) deep. Orion is reaching out to see if we could possibly dig deeper and find more water. We are analyzing the water to discover how much water we need. Looking at the previous report done by Randy. Currently, we must turn off the top section (14 minutes) and bottom section 3-4 times a week. The top section we are turning off once a week. The bottom section we are turning off twice a week to try to replenish the tank. The well is working perfectly; we do not have enough water. We considered supplementing Cal-Water, but it is not a viable option because of the cost.
5. Solar performance—We received our year end bill and discovered the solar panels have not been working for four years. The last notice sent from the solar company about it not working was in 2023. We received a bill for $1500 and have been charged $95 per month every month. The lights and well would have been powered by the solar system. They have not been operational for four (4) years. I contacted Enphase to get more information. Panels stopped producing in 2021. Once we replace the two monitors; then, we can discover what is wrong with the solar panels. Alerts and notices were sent beginning four (4) years ago and were not addressed.
6. Secretary Ashlock continues to search and find groups to help with the volunteer projects, but without any results.
7. Groundskeeper Shadden continues to improve the cemetery: another parking lot is painted, and we are getting ready to put bumpers in. New signs have been made to direct customers and vendors to the office.
8. The Hospital Foundation event was great with a good result increasing the potential customer base. We are renewing our effort to get brochures replenished in hospice and assisted living facilities in the community to increase preneed sales.
9. CSDA Manager Conference Report—the conference was very insightful. One takeaway is to organize workshops to get the community and the boards voice on what goals, objectives, and strategies the cemetery should set. Further discussion on where board would like to see things go.
10. Gardener Supply is recommending a well contractor and Manager Sanders is working toward getting it fully evaluated by this contractor.

8. NEW BUSINESS:

1. Policy and Procedures

1. Chairman Ryan stated we have policies and procedures that should be adhered to. All checks should be double signed. Manager Sanders was asked if checks were double-signed, and Manager Sanders confirmed every check has two signatures.
2. Secretary Barnum asked for the link for the Ethics Training. Manager Sanders stated there is a video he will download and send to those who missed it. Esteban and Orion confirm changes have been suggested for the Brown Act.
3. Manager Sanders stated that we have customers that have preneed contracts that have been abandoned. When they pass away the family does not know they have a contract. How to address? Secretary Barnum suggested that we have a way to donate the plot to the community and volunteered to assist the secretary in attempting contact with families. Chairman Ryan suggested that we create a post card to send to preneed customers annually. Making This was something he has seen in the past. We need to attempt to find family and to work toward what to do with abandoned plots here at the cemetery.

2. **Solar Repair**

Two solar system monitors, previously paid for, need to be replaced at $890 each. There are two (2) totaling $1780; once replaced, the test can be done by professionals. Discussed the solar repair: Chairperson Ryan asked about the warranty and leasing units and Manager Sanders stated the warranty is five years and cannot be leased. Treasurer Olivares would like to see a whole year of charting of cycles. Recording this data is a priority and manager Sanders discussed prior Manager Kyt's recordings. Chairperson Ryan recommended to the board that the solar monitors will be replaced.

Treasurer Olivares moved to replace the solar units and was seconded by Secretary Barnum and passed unanimously.

3. 2025-2026 Goals and Objectives workshop

1. Chairman Ryan stated we should get the cemetery to function property before we have a workshop especially having the cemetery "back to green", along with the water and the well. The consensus is that getting water to the ground is high priority and will be discussed in future meetings.
2. Planning and goals require information and infrastructure and will require goals and planning. Manager Sanders would like to contact (Dale/Justin) to drill the well. First Vice Chairperson Agapiou suggested drilling grants and Chairman Ryan discussed the current Kern County BizGrant up to $10,000.
3. Manager Sanders suggested making Section III-C into crushed granite and adding above-ground columbarium's, paved roads along with cement curbing, which needs prioritizing.

4. Restroom—The restroom needs major renovation. Commode is not working properly. Sink needs replacement for public use during services.
5. Renovations of eighty-year-old furniture will eventually be necessary.

4. Release of Interest and Refund
Bonnie N Myers purchased a preneed plot Darla Harla Harvey, daughter of Bonnie N Myers, who purchased a preneed Buy-back plot. No action taken.

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

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

2. 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: 12 August 2025 9:00 am
Respectfully submitted by Tamela J Ashlock, District Secretary
Minutes submitted by Secretary Barnum, Board of Trustees