

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting – Tuesday, 14 October 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, Kathy Agapiou: 1st Vice Chairperson
Debbie Hess: 2nd Vice Chairperson (Absent), Esteban Olivares: Treasurer
Teresa “Kat” Barnum: Secretary, Orion Sanders: District Manager

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

B. ROLL CALL QUORUM PRESENT - All trustees present except Deb Hess

C. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Chairman Ryan gave the Pledge of Allegiance and Moment of Silence

D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None

E. CONSENT AGENDA:

1. Special Board Meeting Minutes – September 2, 2025
2. Regular Board Meeting Minutes – September 9, 2025
3. Special Board Meeting Minutes – September 22, 2025
4. Financial Report – September 2025, Account Balances and P&L
5. Cemetery Services Report - September 2025
6. Authorize Transfer of Funds from 42012 to 42010 for Pre-Need Services Exec
7. Formal Request from Kern County Requesting Financial Support for Audits

Trustee Oliveras moved to accept the consent agenda, seconded by Trustee Agapiou. Motion passed unanimously.

F. AUDIT REPORT:

1. Kevin Brejnak District Auditor received and file.
Trustee Oliveras moved to receive and file the FY20/21 Audit, seconded by Trustee Agapiou. Motion passed unanimously.

G. MANAGER’S REPORT - Orion Sanders, District Manager

1. Audit for 2021/2022 is closer to completion and should be done before November meeting.
2. Monthly payment report and the board discussed items
3. FEMA project bid from WZI – Subcontractor had issue and still waiting. Next step is the Architecture & Engineer design.
4. Cemsites software integration and data cleanup – Manager Orion states they are making progress. Must be ADA compliant.
5. Groundskeeping updates: well and solar performance, Memorial Garden – 23 solar panels were fixed that haven’t worked since 2021 and it is making a huge increase in output and in the utility bill.

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6. Volunteer projects: drip line burial, headstone maintenance – Camp Erwin Owen Boys are coming on Monday to bury drip lines and perform other work.
7. Improvements: flag lowering, pole lights – Each flagpole, aside from two that are too tall to put the light on has been modified to be able to be lowered to half-staff when needed.
8. Veterans Day – The district is preparing for the Memorial Day Celebration for November 11 at 11:00 a.m.
9. TRAINING - Online Ethics Seminar is scheduled for Nov 12, 2025; Manager Sanders attended CAPC conference in lieu of Secretary Ashlock, who was unable to attend because of unexpected family sickness.

H. OLD BUSINESS

1. Review of 2025–2026 Goals and Objectives list was provided and discussed. Audit completion is at the top of the list followed by discussion of well water.
2. Discussed what it would take to get signage for the Historic Cemetery

I. NEW BUSINESS:

1. Discussion on well funding, repair, and drilling options. Five estimates were submitted, and the repair requests are waiting for approval. Discussed priorities and available funding. Total for all is \$107,605. Board also agreed to move forward with placing camera down the well after acid washing, which should cost about \$6,532.00. Additionally, board approved the water prospector to identify new possible locations, which is estimated to be \$1500.00.

Trustee Barnum motioned to approve the above well investigation and water prospector, seconded by Trustee Oliveras. Motion passed unanimously.

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

Chairman Mike Ryan: Discussed well issues—discussed the time when grass was lush and green
1st Chairperson Agapiou: None
2nd Chairperson Hess: None
Treasurer Olivares: Discussed holding space for everyone and having a forum for public to speak opinions.

Secretary Barnum: None

K. MOTION TO ADJOURN:

Chairman Ryan moved to adjourn the meeting at 9:55 a.m. and was seconded by Trustee Barnum. Motion passed unanimously.

NEXT REGULARLY SCHEDULED MEETING: 11 November 2025 9:00 am
Respectfully submitted by Tamela J Ashlock, District Secretary
Minutes submitted by Secretary Barnum, Board of Trustees