

Kern River Valley Public Cemetery District
Minutes of the Regular Board of Trustees Meeting –

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
Tuesday, 7 February 2022 @ 1:00 PM

District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern
Due to the Covid-19 Pandemic, the January meeting was rescheduled for today.

Present: Harry Schustz, Chairperson/President, Board of Trustees
John Blythe, Member, Board of Trustees
Mark Montgomery, Member, Board of Trustees
Charles Lee, Member, Board of Trustees

Absent: Esteban Olivares, Member, Board of Trustees

Randy Kyt, District Manager
Laura Kyt, District Secretary/Clerk of the Board

CALL TO ORDER: Meeting was called to order by Chairperson Schustz at 1:09 PM

- A. ROLL CALL– QUORUM PRESENT (4 Trustees Present; Estaban Olivares, absent)
- B. PLEDGE OF ALLEGIANCE AND INVOCATION: Manager Kyt gave the Pledge of Allegiance and Invocation.
- C. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS: None
- D. DISTRICT BOARD OF TRUSTEE OFFICERS ELECTION:
 - a) Motion was made by Charles Lee to close nominations for Chairman: Harry Schustz and was seconded by John Blythe; Board vote was unanimous
 - b) Motion was made to close nominations for Vice-Chairman by John Blythe and was seconded by Charles Lee. Board vote was unanimous.
- E. APPROVAL OF CONSENT AGENDA:
 - a) All items listed with “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.

Motion made by Mark Montgomery to approve consent agenda and Charles Lee seconded the motion.

- F. NON-RESIDENT FEE WAIVED
 - a) Request received to waive non-resident fee for Marilyn Hyer
 - i. Mrs. Hyer, cremated and interred on December 4, 2021 in Section III-B, Block 359, Lot A3(b). She lived in Mount Mesa for 15 year but relocated to Idaho in 2020 when the family moved.

No objection to the request.

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G. MANAGER’S REPORT: Randy Kyt, District Manager

1. Department of Human Services - CalWORKS and KHSD Programs
 - a. No participants are currently assigned by CalWORKS or KHSD for training as a groundskeeper.
 - b. Manager Kyt reported that CalWorks ended and there may be another program that he is looking into.
2. Court Ordered Community Service Worker Program
 - a. One student to perform 80 hours of community service has started working
3. National Wreaths Across America on Saturday December 17, 2022 at 9:00 a.m.
 - a. Program Coordinator: Orion Sanders founder of Sarge's Wreaths 4 Vets
 - b. We placed 687 wreaths on veteran’s graves
 - c. Public was very encouraged by the event, but the contributions are not enough to do it all.
4. Kern Fire Department
 - a. Jim Phillips and the Kern County Crew 79 were assigned the task to reduce the fire hazard of 1.5 acres. The undeveloped location of 1.5 acres is across the road from the Historic Cemetery
 - b. Authorization was given by Supervisor Andrew Kennison (Division 4) and lead by Captain Brian Powers
 - c. Thank you letter has been sent to the Supervisor of District #1 Phillip Peters
5. District Equipment Storage Building Break-In
 - a. On January 10th Manager Kyt discovered that the back roll up door lock was cut off and building was entered.
 - b. He secured the roll up door so even if the lock is cut off again the door will not roll up
6. 1983 Ford Pick-Up Truck
 - a. Private party interested in purchasing Ford truck approved to be scrapped (purchased June 2010)
 - b. Manager Kyt recommends the truck be sold instead of scrapping the truck. He will research process of transferring title
 - c. Add topic to next regular meeting agenda for further discussion and as an action item

H. SECRETARY'S REPORT

1. Secretary Kyt requests to continue modified part-time schedule until the next board meeting.
 - a. Secretary resumed working part-time (20 hours per week) on November 9, 2020. She continues to be under medical care for injuries sustained in a car accident on July 7, 2020.
 - b. Due to special admission into a medical care program Secretary needs more time to complete treatments. Upon expected discharge of medical program Secretary will obtain note from physician to return to full-time. A medical discharge to return to full-time work has not been obtained.
 - c. Secretary reports that the backlog of work is proving difficult to bring current while working part-time.

I. DISTRICT POLICIES AND PROCEDURES HANDBOOK

1. District Personnel Policy
 - a. Review CSDA Policy Section 3000 "Personnel" Page 104 to 235 research
 - b. Discuss revisions and or modifications of the CSDA Policy Section 3000 "Personnel"
2. Adopt District Personnel Policy
 - a. Adopt CSDA Policy Section 3000 "Personnel" section as revised and or modified as the District policy

Motion was made by Mark Montgomery to adopt District Personnel Policy and was seconded by Charles Lee.

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3. Office Staff Personnel

- a) Authorize staff to begin the process of hiring part-time office staff for Accounts Receivable. Approve hourly rate of pay (minimum wage is \$14 per hour) and approve number of hours per week new hire to work (1000 hours per year or less)

Motion was made by Charles Lee and seconded by Mark Montgomery.

4) PROFESSIONAL ACCOUNTING SERVICES REPORT

1. Professional Accounting Services Report

- 1) CPA Bruner recommends that we complete one year (2016-2017) so he can get familiar with my work. He is knowledgeable about importing and exporting data using the Sage Peachtree software. He will be scheduled in July to begin the process of performing accounting services onsite and believes that he will be able to complete the 2016-2017 reports for the audit in one to two days. CPA Bruner's hourly rate will be \$160 per hour (\$1,280 per day); he will pay his own travel expenses
- 2) Once one fiscal period is completed the District Auditor Rob Dennis will be scheduled for the auditor Dennis. He may be able to perform the audit from a remote site after CPA Bruner completes the reports. After FY 2016-2017 audit has been completed CPA Bruner will return to prepare the next fiscal reports.
- 3) CPA Bruner will continue until FY 2017-2018; 2018-2019; 2019-2020 & 2020-2021 reports are completed. He has been scheduled to start financial reports FY 2016-2017 mid-month in August. He requested the we rescheduled to accommodate his schedule for the week of August 30th.
- 4) Due to the French Fire mandatory evacuation the accounting services of CPA Bruner was postponed. Once records that were boxed due to the French Fire are sorted CPA Bruner will be rescheduled. CPA Bruner is available to perform accounting services in the month of November, but due to scheduling conflicts, the district manager has been ill during the month of January.

5) BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

Statement of Economic Interest Form 700: Annual Filing of Statements of Economic Interests due April 1, 2022

6) BOARD MEMBER' REAPPOINTMENT

- 1) Trustee Terms Expire November 27, 2021
 - a. Trustee Esteban Olivares' term expires November 27, 2021—Trustee Olivares request for reappointment has been granted by County Board of Supervisors

7) BOARD MEMBER REQUIRED TRAINING STATUS REPORT

- 1) ETHICS AB 1234 Training—Certification is current for all Trustees including Blythe, Lee, Montgomery, Olivares, and Schustz
- 2) Workplace Anti-Harassment Training AB 1825—Certification is current for Trustees: Blythe, Lee, Montgomery, and Olivares
 - a. Training assigned to: Trustee Schustz (certification expired October 25, 2021)

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8) NEW BUSINESS

- 1) California Association of Public Cemeteries 64th Annual Conference
 - a. Scheduled March 10 thru March 12, 2022 in Monterey (registration fee \$449.00 per person. Registration deadline is February 18, 2022).
 - b. Conference highlights: Policy & Procedures; Sustainable groundwater Management Act; green equipment
- 2) Rose Family Crematorium Agreement Proposition
 - a. Crematorium presents agreement for the purpose of proper disposal of residual cremated remains, who presents agreement for the purpose of accepting abandoned cremations to scatter/bury
 - b. Research Kern County Coroner's specific provisions and/or guidelines to receive abandoned cremations.
 - c. Terms of agreement regarding payment from Kern County or Rose Family Crematorium are not defined
 - d. Unknown as to how many times per year disposition of cremations will occur
 - e. Administrative costs of record keeping; disposition permit activity; grave marking
 - f. Contract creates potential opportunity to increase revenue - should Manager Kyt sign the contract

Motion made by Charles Lee to have Manager Kyt sign the contract and seconded by Mark Montgomery

- 3) Release of Interest in Plot and Transfer
 - a. Determine if Secretary should charge an administrative fee when the cemetery recovers a burial plot
 - b. When arrangements change from casket interment to cremation clients no longer need a casket plot
 - c. Staff tries to recover casket plots for efficient use of the land when future arrangements change
 - d. When arrangements change staff recommends that the cremation be placed at the heart of a loved one. Many times families release the casket plot back to the District which can be sold to a community member. When plots are released back the District is able to sell the plot so no loss occurs for the District
 - e. Secretary recommends that the administrative fee to transfer the plot back to the District be waived
 - f. Authorization to not charge an administrative fee when plots transfer back to the District

Motion made by Charles Lee to not charge an administrative fee on the above and seconded by Mark Montgomery

- 4) FY 2020-2021 State Controllers Report—Secretary has completed report with the assistance of CPA Robert Dennis

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- 5) 2021 Sales Tax Return—Sales tax return has been submitted and payment has been mailed

UNFINISHED BUSINESS

- 1) Future Agenda Items
a) District Financial Reports and Audits: FY 2016-2017 to FY 2021-2022
b) Minutes: May 2020 to September 2022
- 9) BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA: No comment by any board member

Chairman Harry Schustz

Trustee Lee:

Trustee Montgomery:

Trustee Blythe and Olivares: Absent

10) DISTRICT PERSONNEL ANNOUNCEMENTS OR REPORTS:

Manager Kyt: Expressed appreciation to the board

Secretary Kyt: No comment

11) NEXT REGULARLY SCHEDULED MEETING: Tuesday March 8, 2022 at 1:00 PM

12) MOTION TO ADJOURN: Mark Montgomery made a motion to adjourn the meeting at 2:59 PM and was seconded by Charles Lee.

Respectfully submitted by

Tamela J Ashlock

Tamela J Ashlock

District Secretary

(These minutes were officially transcribed on July 11, 2024 for public record from meeting notes that were on file/available.)