

MEETING AGENDA

BOARD OF TRUSTEES - KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT

8441 Burlando Road
P.O. Box 215
Wofford Heights, CA 93285

Regular Meeting

Tuesday, July 09, 2019

1:00 P.M.

Vice-President - Acting Chairperson: Oral Atchison
Trustees: John Blythe, Steve Lott, Gerald Wenstrand

District Manager: Randy Kyt
Clerk of the Board: Laura Kyt

All agenda item supporting documentation is available for public review in the office of the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights, CA 93285 during regular business hours 11:00 a.m. - 3:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to or during the meeting will also be available for review at the same location.

AMERICANS WITH DISABILITIES ACT (Government Code Section 54953.2)

The Kern River Valley Public Cemetery District office is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Trustees may request assistance at the Clerk of the Board of Trustees, 8441 Burlando Road, Wofford Heights or by calling (760) 376-2189. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.

Public restrooms are not available in the District Office

PLEASE REMEMBER TO TURN OFF ALL CELL PHONES, PAGERS, OR ELECTRONIC DEVICES DURING BOARD MEETINGS

BOARD TO RECONVENE

Board of Trustees: Atchison, Blythe, Lott, Wenstrand

Trustee Steve Lott was sworn in on June 7, 2019 by a notary

CALL TO ORDER BY CHAIR OF THE BOARD

ROLL CALL BY THE CLERK OF THE BOARD

PLEDGE OF ALLEGIANCE & INVOCATION LED BY MANAGER

PUBLIC REQUESTS, COMMENTS, PRESENTATIONS:

This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES. PLEASE STATE YOUR NAME BEFORE MAKING YOUR PRESENTATION. THANK-YOU!**

CONSENT AGENDA

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT: ALL ITEMS LISTED WITH A "CA" ARE CONSIDERED TO BE ROUTINE AND NONCONTROVERSIAL BY THE DISTRICT'S CHAIRPERSON AND STAFF. THE "CA" REPRESENTS THE CONSENT AGENDA FOR THE BOARD OF TRUSTEES. CONSENT ITEMS WILL BE CONSIDERED FIRST AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD OR AUDIENCE WISHES TO COMMENT OR ASK QUESTIONS. IF COMMENT OR DISCUSSION IS DESIRED BY ANYONE, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED IN LISTED SEQUENCE WITH AN OPPORTUNITY FOR ANY MEMBER OF THE PUBLIC TO ADDRESS THE BOARD CONCERNING THE ITEM BEFORE ACTION IS TAKEN.

DISTRICT MINUTES

- | | | |
|----|--|-----------------------|
| 1) | Approval of May 29, 2019 Regular Meeting Minutes | <i>Consent Agenda</i> |
| | Approval of June 24, 2019 Special Meeting (Budget) Minutes | <i>Consent Agenda</i> |
| 2) | Approval (subject to audit) of April Financial Report | <i>Consent Agenda</i> |
| 3) | Approval (subject to audit) of May Financial Report | <i>Consent Agenda</i> |

Action
Required
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APPROVAL OF THE CONSENT AGENDA

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| 1) | All items listed with a "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. | <u>Action Required</u> |
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PROFESSIONAL PRESENTATION

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|----|--|-------------------|
| 1) | Wells Fargo Advisors - Financial Advisor Sandra Wheeler | <i>Discussion</i> |
| | a) Conference call with financial advisor Sandra Wheeler | |
| | b) Presentation: Investment Portfolio - Endowment | |
| | c) Presentation: Investment Portfolio - PreNeed | |

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| 2) | Resolution #108 - District Investment Policy | <u>Action Required</u> |
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Action > a) Adopt investment policy as written for fiscal year 2019-2020

SECRETARY'S REPORT

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|----|--|-------------------|
| 1) | Cemetery Record Management Software - Intera | <i>Discussion</i> |
| | a) Original cemetery data entry of individual records is limited in scope to name, plot location, birth & death date | |
| | b) Mistakes occurred when the Intera affiliates performed the individual records data entry in FY 2003-2004 | |
| | c) Secretary reports that correcting original data entry errors is time consuming and is done when found | |
| | d) To correct the record management software data entry of individual records would be a huge undertaking | |
| | e) No resources in record management software to generate any data entry reports or accounting reports | |
| | f) Upgrading Intera record management software has never been done; software technology has advanced | |
| | g) If a decision is made to upgrade the record management software it would be managed online (in the cloud) | |
| | h) Upgrade and annual fee to use & maintain record management software is expensive & increases expected | |
| | i) Upgrade system for an annual average of 60 death records and a cemetery that will most likely not expand? | |
| | j) Receipts are prepared using numbered NCR receipts for sales and then entered again into Intera software | |
| | k) Duplication of receipting is happening with the current record management of death records causing backlog | |
| | l) Review the use of the expensive (annual fee \$650) record management software and the disadvantages | |
| | m) Other cemetery software is available that may be more affordable and may not demand an annual fee | |
| | n) Discuss options to streamline the data entry process and the continuance of the annual fee to use it | |

MANAGER'S REPORT

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| 1) | Department of Human Services - CalWORKS and KHSD Programs | <i>Information</i> |
| | a) One participant is currently assigned by CalWORKS for training as a groundskeeper | |
| | b) Two participants are currently assigned by KHSD for training as groundskeepers | |
| | c) KHSD participants assigned for training will each work for six months in a full-time capacity | |
| | d) One KHSD participant assignment ended July 31st and the other August 31st | |

KERN COUNTY'S LOCAL DISASTER PROCLAMATION

- 1) Ridgecrest Earthquake: July 4th (M 6.4) and July 5th (M 7.1) *Discussion*
- a) Email received from Kern County Fire Dept Office of Emergency Services Administrative Coordinator
 - b) Kern County requests initial damage estimates pertaining to the effects of the Ridgecrest Earthquake
 - c) Manager's initial damage report of District condition after earthquake
 - d) Determine response to Kern County Fire Dept Office of Emergency Services Administrative Coordinator

BID PROPOSAL PROCESSES

- 1) Bid Proposal Requests: Hauling *Discussion*
- a) Requested bid proposals from five hauling contractors
 - b) Received two bids from contractors to haul 20 loads of free dirt and 10 loads of free rock
 - c) Lowest responsible bid received insurance requirement adjustment
 - d) Mgr Kyt accepts lowest responsible bid

Action
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- 2) Sealed Bid Proposal Requests: Asphalt

Action Required

- a) Requested sealed bid proposals from ten asphalt contractors
- b) Open sealed bids and determine qualifications of bid proposal are met

Action > c) Select lowest responsible bid

2017 DISASTER STORM (FEMA DR-4305) RECOVERY PROCESS SCOPE OF WORK SCHEDULED

- 1) Update Schedule to Complete Approved Scope of Work *Discussion*
- a) Schedule to complete the scope of work for Historic Cemetery
 - b) Schedule to complete the scope of work for Section IV
 - c) Schedule to complete the scope of work for driveway to well and solar
 - d) Schedule to complete transition driveway asphalt project including installation of water collection bed

2017 DISASTER STORM (FEMA DR-4305) RECOVERY PROCESS - UPDATE TIME EXTENSION

Action
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- 1) Request of CalOES to Extend the Time Extension Approved

Action Required

- Apr 2019 a) Letter sent to CalOES requesting an extension of time to complete Category G projects
- Apr 2019 b) Stated in letter that projects are expected to be completed by the 15th of September
- May 2019 c) Response to time extension request received: CalOES approved an extension date of September 15, 2019

Action > d) Authorize Mgr Kyt to request an extension of time if needed to complete asphalt project

HISTORIC CEMETERY PROJECTS

1) Update from National Sequoia Forest Archaeologists

Discussion

- Nov 2018 a) Southern California Edison (SCE) ground disturbance due to installing electric poles (June & September 2018)
- Nov 2018 b) Kick off meeting (October 22, 2018) attended by Chairperson Sloan-Thurman and District Staff
- Nov 2018 c) Archaeologists collect evidence (October 22, 2018 to October 26, 2018)
- Nov 2018 d) Report to be generated by SWCA Environmental Consultants hired by SCE
- Nov 2018 e) Restoration of affected area evaluation process performed by Sequoia National Forest and SCE
- Nov 2018 f) National Register of Historic Places - determination process of eligibility
- Nov 2018 g) Review the Record of Survey information provided by Surveyor Loryne Schamber
- Nov 2018 h) Water diversion planning to prevent erosion damage of land and slopes when dam is full to capacity
- Nov 2018 i) Discovery: full lake water encroachment of District boundaries
- Nov 2018 j) Sequoia National Forest Archaeologists William MacNeill and Tim Kelly give situation assessment presentation
- Nov 2018 k) KRVCD Trustees and management additional subject matter inquiry - information obtained
- Dec 2018 l) SCE installed erosion barriers around base of telephone poles
- Jan 2019 m) Emails sent to SCE-SWCA and National Sequoia Forest for update on report
- Mar 2019 n) Email received from Archaeologist MacNeill - waiting for SWCA to submit final draft
- May 2019 o) Mgr Kyt spoke with Archaeologist MacNeill - waiting for SWCA to submit revised draft
- Discussion >>> p) Update by Archaeologist MacNeill

2) Survey Services for Historic Cemetery

Discussion

- Nov 2018 a) Loryne Schamber of Terralade Surveys performed a topographic survey of the District in June of 2008
- Nov 2018 b) Schamber services were used in 2008 to map Section III-B & Section III-C for cemetery software mapping
- Nov 2018 c) There is a possibility Ms. Schamber surveyed the entire cemetery district but she is not sure yet
- Nov 2018 d) Ms. Schamber has upgraded her computer system; she is searching her old system for the 2008 survey
- Nov 2018 e) Historic cemetery plots sizes are not uniform and block markers are ineffective
- Nov 2018 f) Paddle markers placed by the movie industry when western films were filmed were never identified
- Nov 2018 g) 1972 fire destroyed records; potential for unmarked plots due to historic interments performed
- Nov 2018 h) The sale of plots in the Historic Cemetery have proved difficult due to the above issues
- Nov 2018 i) Policy and Procedure for Historic Cemetery interment rights & upright markers needs review
- Nov 2018 j) FEMA and CalOES will need plot pin point location identification information regarding sunk graves
- Nov 2018 k) Terralade Surveys offers drone deploy survey (FFA licensed) and ground penetrating radar services
- Nov 2018 l) Received email that included site map over lay with GPS & record of survey from Ms. Schamber (11-08-18)
- Jan 2019 m) Grid survey map prepared by surveyor would prove helpful to staff
- Mar 2019 n) Surveyor Schamber scheduled to perform Historic Cemetery survey with ground penetrating radar equipment
- Mar 2019 o) Other work performed by Surveyor Schamber
- May 2019 p) Surveyor Schamber and team scheduled for the weekend of June 1st
- Discussion >>> q) Surveyor Schamber and team performed survey services and drone deploy occurred June 1st

3) Historic Cemetery Sale of Plots and Interment Activity

Information

- Nov 2018 a) Ceased the sale of plots in the Historic Cemetery pending surveyor services as approved by Trustees
- Jan 2019 b) No interments performed from November 13, 2018 to present
- Jan 2019 c) No interests to purchase plots in Historic Cemetery to report
- May 2019 d) To date only one person wants to make cremation interment pre-need arrangements

BOARD OF TRUSTEES NOTIFICATIONS AND REPORTS

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|----|--|--------------------|
| 1) | Ethics AB 1234 Training - progress report | <i>Information</i> |
| | a) Training may be completed at www.targetsolutions.com/kernrivercd | |
| | b) Certification is current for Trustees: Atchison, Blythe, Wenstrand and Mgr Kyt | |
| | c) Training assigned to: Lott | |
| 2) | New Trustee Appointment Notifications Submitted | <i>Information</i> |
| | a) Insurance Carrier - Golden State Risk Management Authority | |
| | b) Investment Officer Sandra Wheeler - Wells Fargo Advisors | |
| | c) California Association of Public Cemeteries | |
| | d) California Association of Special Districts | |
| 3) | Statement of Economic Interest Form 700 | <i>Information</i> |
| | a) Trustee Lott submits assuming office 700 statement - forwarded to Kern County | |
| 4) | Roster of Public Agencies Filings Updated: Report of Appointment | <i>Information</i> |
| | a) California Secretary of State Trustee roster updated: reported appointment of Trustee Lott | |
| | b) County of Kern Trustee rosters updated: reported appointment of Trustee Lott | |
| 5) | Trustee Appointment Request - Application Submitted | <i>Information</i> |
| | a) Harry Schustzpo of Kernville submits his application to the Kern County Clerk of the Board | |

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UNFINISHED BUSINESS

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| 1) | Notification required by State Board of Equalization | <u>Action Required</u> |
| | a) State Board of Equalization: officer registration is no longer current - officer listed is Trustee Sloan-Thurman | |
| | Action > b) Name officer (trustee) as replacement | |
| 2) | AltaOne Federal Credit Union - Account Signature Cards | <i>Discussion</i> |
| | a) Updated account authorization for current Board Members and Mgr Kyt for both bank accounts processed | |
| | b) Updated account authorization for Secretary Kyt to obtain bank information only for both accounts processed | |
| | c) Signature cards prepared and presented for signature of Trustees | |
| 3) | Kern County - Processing Systems Signature Cards | <i>Discussion</i> |
| | a) Secretary Kyt submits cards to revoke signature authorization for Trustee Sloan-Thurman & Trustee Boyle | |
| | b) Secretary Kyt submits updated signature card for Trustees & Mgr Kyt to County of Kern Auditor Controller | |
| 4) | Wells Fargo Advisors - Account Authorization Agreement | <i>Discussion</i> |
| | a) Signature update of account authorization agreement prepared by Wells Fargo Advisors | |
| | b) Obtain signatures of Trustee Atchison, Trustee Blythe, and Manager Kyt when cards are ready | |
| 5) | Fiscal Year 2016-2017 Audit | <i>Discussion</i> |
| | a) Auditor confirmed for audit of fiscal year 2016-2017 (District budgeted \$4,250 + mileage) | |
| | b) Progress report by Secretary | |
| 6) | Fiscal Year 2017-2018 Audit | <i>Discussion</i> |
| | a) Auditor confirmed for audit of fiscal year 2017-2018 (District budgeted \$4,250 + mileage) | |
| | b) Progress report by Secretary | |

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NEW BUSINESS

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|----|---|-------------------------------|
| 1) | Fiscal Year 2018-2019 Audit | <u>Action Required</u> |
| | Action: a) Approve RT Dennis Accountancy to perform audit services for fiscal year 2018-2019 | |
| | b) Budget for audit of fiscal year 2017-2018 is \$4,250 + mileage | |

NEW BUSINESS *continued:*

- 2) District Web Site *Discussion*
a) Discuss website requirements
b) Discuss expense to develop website which was not budgeted in FY 2019-2020
c) Consider passing a resolution to postpone developing website until after site requirements are met
d) Other recommendations
- 3) Manager Evaluation *Discussion*
a) Forms obtained from California Public Cemetery District's main office
b) Mgr Report: other cemetery districts are not current with their evaluations
c) Plan closed session for evaluation at the September 2019 regular meeting

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ADD ITEMS FOR FUTURE AGENDAS

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BOARD MEMBER ANNOUNCEMENTS or REPORTS (Information Only):

Board Member Announcements or Reports (Information Only): On their own initiative, Board members may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. (Gov. Code Sec. 54954.2[a])

- 1) Trustee Atchison
- 2) Trustee Blythe
- 3) Trustee Lott
- 4) Trustee Wenstrand
- 5) Vacant Seat

DISTRICT PERSONNEL ANNOUNCEMENTS or REPORTS (Information Only):

- 1) Manager Randy Kyt
- 2) Secretary Laura Kyt

NEXT REGULAR MEETING:

Scheduled: September 10, 2019 at 1:00 p.m.

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MOTION TO ADJOURN

- 1) a) Time meeting closed

Action Required