

Kern River Valley Public Cemetery District  
Minutes of the Regular Board of Trustees Meeting – Tuesday, January 14<sup>th</sup>, 2025 @ 1:00 PM

KERN RIVER VALLEY PUBLIC CEMETERY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
Tuesday January 14<sup>th</sup> 2024 @ 1:00 PM  
District Office: 8441 Burlando Road Wofford Heights, CA 93285 County of Kern

Present: Michael Ryan, Chair/President, Board of Trustees  
Kathy Agapiou, Vice Chair/Vice President, Board of Trustees  
Teresa Barnum, Secretary, Board of Trustees (*arrived at 1:04pm*)  
Esteban Olivares, Treasurer, Board of Trustees (*via phone*) \*  
(*one seat on the board is vacant*)  
Orion Sanders, District Manager  
John Blythe, District Administrative Assistant

- A. CALL TO ORDER: Meeting was called to order by Acting Chairperson Agapiou at 1:01 PM
- B. ROLL CALL – QUORUM PRESENT (4 Trustees Present; 1 seat is vacant)
- C. PLEDGE OF ALLEGIANCE AND INVOCATION: Trustee Ryan gave the Pledge of Allegiance and Invocation.

**D. PUBLIC COMMENT, REQUESTS AND PRESENTATIONS:**

**Laura Kyt:** Read a written statement to the board. Ms. Kyt disputes that today's board meeting agenda was not posted within 72 hours on the district website and therefore stated that the district cannot conduct today's board meeting. Manager **Orion Sanders** responded that it was uploaded to the website the Friday before today's meeting and it was also posted on the district's property where it has always been posted. **Catherine Stachowiak**, Reporter for the Kern Valley Sun also responded to Ms. Kyt that the Sun had received a copy of the agenda that Friday as well. Ms. Kyt also stated she sent an email to Acting **Chairperson Agapiou** over the weekend. Trustee Agapiou responded she had not seen the email as was in the Los Angeles area dealing with her sister's home with the wildfires.

**Catherine Stachowiak:** Reporter from the Kern Valley Sun.

- E. ELECTION OF 2025 BOARD OF TRUSTEE OFFICERS: Acting Chair Kathy Agapiou opened nominations for board officers for the 2025 year:

- 1. Chair/President:  
Trustee Apaiau moved to nominate Trustee Ryan for the position of Chair/President; second by Trustee Barnum and passed.
- 2. 1<sup>st</sup> Vice Chair/1<sup>st</sup> Vice President:  
Trustee Ryan moved to nominate Trustee Apaiau for the position of 1<sup>st</sup> Vice Chair/1<sup>st</sup> Vice President; second by Trustee Barnum and passed.
- 3. 2<sup>nd</sup> Vice Chair/2<sup>nd</sup> Vice President:  
No action taken due to a vacancy on the board.
- 4. Secretary:  
Trustee Agapiou moved to nominate Trustee Barnum for the position of Secretary; second by Trustee Olivares and passed.

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5. Treasurer:

Trustee Olivares moved to nominate himself for the position of Treasurer; second by Trustee Barnum and passed.

At this point in the board meeting, Trustee Ryan officially took over as Chair/President.

F. CONSENT AGENDA:

Past Board Meeting Minutes:

1. Regular Board Meeting Minutes – December 10<sup>th</sup>, 2024

Monthly Financial Report:

1. Financial Report for December, 2024:

*Account Balances 12/31/2024: Alta One 339: \$5,767.88; Alta One 007: \$16,698.19.*

*Stifle & Nicholas Co. Investment Accounts:*

*Account Balances 12/31/2024: Endowment: \$435,965.44; Pre-Need: \$166,294.94*

*County Account Balances 12/31/2024: General Fund 42010: \$213,509.82; Endowment 42011: \$222,673.60; Contract Sales 42012: \$13,101.40; Deferred Maintenance 40213: \$33,344.71*

*Monthly Revenues deposited: \$7,441.25; \$1,031.50 in Endowment Care fees also deposited.*

Quarterly Report:

1. 4<sup>th</sup> Quarter Cemetery Services Executed

Release of Interest – Transfer:

1. Hummel, Steve; Hexagon D, Block 4, Lot A4a

Motion was made by Trustee Olivares to approve consent agenda; second by Trustee Barnum and passed.

G. FISCAL YEAR 2017-18 AUDIT: Kevin Brenjak, District Auditor

Assistant Blythe communicated with Auditor Brejnak over the weekend and reported that he had hoped to have a draft ready for this meeting, but needed additional back up information related to this particular fiscal year, which Assistant Blythe and Accountant David Bruner worked on and forwarded to him. Auditor Brejnak is hoping to have two Fiscal Years ready for review by the February board meeting.

H. MANAGER’S REPORT: Orion Sanders, District Manager

Manager Sanders reported on the following items:

FEMA: Manager Sanders closed out the 2017 year that was still outstanding.

Vehicles: No bids taken so far on the district’s vehicles for the surplus sale.

GSRMA: Ryan Brannon, Risk Manager of GSRMA recently visited the district to go over risk policy and updates.

Project Status Reports: Phase I of electrical work has been completed; fencing is currently underway on the laydown area of the district.

Pre-Need Workshops: Manager Sanders reports he will start generating public interest in the pre-need workshops aiming for the latter part of March.

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Wreaths Across America Ceremony: Ceremony was held Saturday December 14<sup>th</sup> at 9:00 AM and was very well attended. Wreath removal is scheduled for January 18<sup>th</sup> at 9:00 AM.

Whiskey Flats Days/Historical Cemetery: The district would like to invite the public to tour the historical cemetery for Whiskey Flats Days as it is a vital part of the history of the Kern River Valley during those festivities.

Flags: Manager Sanders reported that some residents in the community reported that the flags at the cemetery were not at half-staff in honor of President Jimmy Carter's passing and/or the victims of the recent terrorist attack in New Orleans. Managers Sanders reported that some of the flag pole, the pulley system is not working and this is an issue he is trying to get resolved. Ms. Kyt responded as a member of the public that the district was given a flag pole from a local family for the historical cemetery.

- I. ADMINISTRATIVE UPDATE: John Blythe, District Administrative Assistant  
Assistant Blythe reported on the following items:  
Delinquent Audits: Assistant Blythe reported that Auditor Kevin Brejnak communicated with him regarding Fiscal Years 2017-18 and 2018-19 as he is wrapping those years up.  
Accounting Updates: 1099 Miscellaneous forms have been prepared and mailed out as will W-2 forms for district employees. CPA David Bruner visited the district last week and is working on the district's sales tax and annual State Controller's Report.  
Brown Act Updates: Assistant Blythe shares those updates to the Brown Act that went into effective January 1<sup>st</sup>, 2025 included AB 2302 limiting teleconferencing requirements; and AB 2715 expanding the Brown Act's closed session requirements due to cybersecurity threats and threats to infrastructure, and will allow law enforcement/security personnel to be present in closed sessions as well.
- J. OLD BUSINESS:
1. Discussion Regarding District Investment Funds: Continued to be tabled. The consensus of the board was to wait until a fifth trustee is appointed to make a formal consideration of reinvesting the funds into the county accounts or the state's LAIF fund or a diversification of several funds. Assistant Blythe shares that as per CA Health and Safety Code there are still limits on what you can invest the district's funds.
- K. NEW BUSINESS:
1. Amend Bylaws: Section D; Provision 6: This amended to the District's Board Bylaws recently adopted to be compliant in line with the CA Health and Safety Code's updated version from January 1<sup>st</sup> 2019 regarding board stipends. Trustee Barnum moved to amend the bylaws effective immediately; second by Trustee Agapiou and passed.
  2. Consider Changing District's Bank Accounts: No action taken, general consensus was to wait until the end of the fiscal year, June 30<sup>th</sup>, 2025.
- L. BOARD MEMBER ANNOUNCEMENTS OR REPORTS NOT APPEARING ON THE AGENDA:

Chairperson Ryan: Continues to share that he has heard many positive comments in the community about the cemetery grounds looking good and improvements that have been made. He feels the current district management takes a great deal of pride in trying to make improvements.

Trustee Olivares: Echoed the sentiments of Chairperson Ryan regarding improvements. He will try his best to serve as board treasurer for this year as well.

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Trustee Barnum: Complimented the solar lighting on the district's grounds and how great things are looking.

Trustee Agapiou: Commended the cleanup to the district's grounds.

M. CLOSED SESSION: The Board adjourned into closed session at 1:52PM to discussing the following:

1. Performance Evaluation: District Manager (Gov. Code Sec. 54957(b))

N. CLOSED SESSION REPORT: The Board came out of Closed Session at 2:05PM. The performance evaluation of the District Manager was conducted by the Board of Trustees. No action was taken and no other items were discussed.

O. NEXT REGULARLY SCHEDULED MEETING: Tuesday February 11<sup>th</sup>, 2025 at 1:00 PM

P. MOTION TO ADJOURN: Trustee Agapiou moved to adjourn the meeting at 2:06PM and was seconded by Trustee Barnum and passed.

Respectfully submitted by  
*Tamela Ashlock*

Tamela Ashlock  
District Secretary

*\*Trustee Esteban Olivares attended remotely via phone from:  
120 8<sup>th</sup> Place Manhattan Beach, CA 93238*