

Coachella Valley Cemetery District  
Board Meeting  
February 12, 2019  
8:00 AM

Coachella Valley Public Cemetery  
District Office  
82925 Avenue 52, Coachella, CA 92236

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Board Members may respond briefly or refer the communication to staff. The Board may also request the clerk to calendar an item related to your communication at a future Board meeting.

**ADDITIONS TO THE AGENDA:** Government Code section 54954.5(b)(2) provides “upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)”

**AGENDA**

**1. CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

1.1 Board Minutes

a. Special Meeting 1/25/2019

b. Regular Meeting – 1/8/2019

- 1.2 Finance and Administration
  - a. Approval of Expenditures #23377 – 23429
2. **BOARD ACTION ITEMS:** Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.
  - 2.1 Appointment of Board Officers  
**Staff Recommendation:**  
The Board must vote on the Vice-Chair position.
  - 2.2 Budget adjustments  
**Staff Recommendation:**  
Approve the adjustments to Fiscal year 2018/2019 Budget.
  - 2.3 Approve Kathryn Herrera to the position of Clerk of the Board and District Accountant with a raise in pay to reflect the added duties.  
**Staff Recommendation:**  
Approve Mrs. Herrera's promotion to Clerk of the Board and District Accountant with a raise to reflect her new position.
  - 2.4 CSDA Webinars – Authorization to purchase educational Webinars from CSDA
3. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Board for their information.
  - 3.1 Vector Control Report – General Manager
  - 3.2 Dia de los Muertos Report – Trustee Rosales
  - 3.3 Employee Handbook Update – District Counsel
  - 3.4 District Bylaws Update – District Counsel
  - 3.5 Compensation Survey – General Manager
  - 3.6 CalPERS share of cost implementation
  - 3.7 Capital improvement projects – General Manager
4. **COMMITTEE REPORTS**
5. **CLOSED SESSION ITEMS:** The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).
  - 5.1 Personnel Matters – Employee Evaluation  
Public employee performance evaluations pursuant to Government Code section 54957  
Position: General Manager

5.2 Public Employee Employment  
Title: General Counsel

6. **BOARD COMMENTS:** Trustees may comment upon District events; provide reports on attended meetings and events; and suggest items for future Board consideration, among other things.

7. **ADJOURNMENT**

**Any person with a disability who requires accommodations in order to participate in the meeting should telephone Leland Kestell at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.**

**DECLARATION OF POSTING:** I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place, on February 12, 2019.

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Leland Kestell, General Manager