

# Coachella Valley Public Cemetery District

## Board of Trustees Meeting – Minutes

December 11, 2018

### Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:02 a.m.

### Pledge of Allegiance

### Moment of Silence

### Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Vice President Joe Ceja, Trustees Marcos Coronel Jr. and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos. Trustee John Rios was excused for jury duty.

#### 1. Public Comments:

None

#### 2. Consent Calendar:

- a. Approval for Minutes for November 13, 2018 Regular Meeting of the Board.  
Motion to accept the Minutes as written by Trustee Coronel, seconded by Trustee Rosales. All in Favor.
- b. Approval of Expenditures #23271 - #23312 and G.M. Mileage  
Motion to approve Expenditures was made by Trustee Rosales and seconded by Trustee Ceja. All in Favor.

#### 3. Board Action Items:

- a. 2019 Holiday Schedule.  
Trustee Rosales made a motion to accept the 2019 Holiday schedule. This was seconded by Trustee Ceja.  
All in Favor.
- b. Longevity, Year-end Bonus  
Trustee Rosales made a motion to pay the year-end bonuses to all employees, this was seconded by Trustee Ceja. Chairman Underwood and Trustee Coronel Voted No.

Chairman Underwood put forth a motion to pay a Moral Bonus to just the employees employed by the District. This was seconded by Trustee Coronel. All in Favor.

- c. Ethics Policy.  
Trustee Coronel made a motion to table the policy for the next meeting. No second.  
  
Chairman Underwood made a motion to approve the Ethics Policy with changes. This was seconded by Trustee Coronel.  
In Favor: Trustees Underwood, Ceja and Coronel  
Opposed: Trustee Rosales  
Motion passes 3/1
- d. 2019 CAPC Meeting Attendance.  
Trustee Coronel made a motion to approve expenditures for the G.M. and any Board members who wish to attend the meeting. This was seconded by Trustee Rosales.  
All in Favor.
- e. Approval to form a committee to revise the Districts Employee Handbook.  
Trustee Coronel made a motion to allow the G.M., with input from the District's legal counsel, to revise the Employee Handbook. This was seconded by Trustee Rosales.  
All in Favor.
- f. Approval to form an Ad hoc committee to revise the Districts Bylaws.  
Trustee Ceja made a motion to approve the formation of a committee to revise the Districts Bylaws. This was seconded by Trustee Rosales.  
All in Favor.
- g. Approval of the Districts Conflict of Interest Policy.  
Trustee Coronel made a motion to approve the policy. This was seconded by Trustee Underwood.  
All in Favor.
- h. Approval for G.M. to move into House #1  
After a discussion, Trustee Coronel made a motion to table the topic until the next meeting. This was seconded by Chairman Underwood.
- i. Appointing the Chair and Vice Chair as the only Trustees approved to sign checks.  
After a discussion, Trustee Coronel made a motion to approve the Chairman and Vice-Chairman as the only check signers.  
All in Favor.

#### 4. Informational Items:

- a. Proof of Publication from the Desert Sun newspaper regarding the Trustee Stipend increase.

**5. Closed Session:**

None

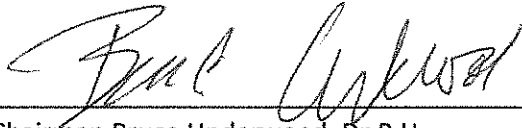
**6. Staff Reports:**

The General Manager gave a Budget Update.

A discussion was had regarding hiring a CPA firm to work with the G.M. on the next fiscal year's budget.

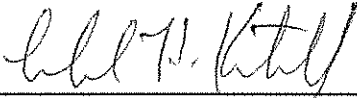
**7. Adjournment:**

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 11:30 a.m.



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Chairman Bruce Underwood, Dr.P.H.



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Leland Kestell – General Manager