

Coachella Valley Public Cemetery District

Board of Trustees Meeting – Minutes

February 12, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:01 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Trustees Marcos Coronel Jr., John Rios and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos.

1. Public Comments:

None

2. Consent Calendar:

- a. Approval for Minutes for January 8, 2019, Regular Meeting of the Board and the January 25, 2019, Special meeting of the Board.

Motion to accept the Minutes as written by Trustee Coronel, seconded by Trustee Rios. All in Favor.

- b. Approval of Expenditures #23377 - #23429

Motion to approve Expenditures was made by Trustee Coronel and seconded by Trustee Rosales. All in Favor.

***The Board went into Closed Session to discuss the hiring of the Districts General Counsel (5.2 on agenda).

3. Board Action Items:

- 2.1 Appointment of Vice – Chair position.

Mr. Coronel made a motion for John Rios as Vice-Chair. This was seconded by Trustee Underwood. Trustee Rios declined the appointment. Mr. Rios then made a Motion appointing Trustee Coronel as Vice- Chair. This was seconded by Trustee Underwood. After a roll call vote, All in Favor of Marcos Coronel to be appointed as Vice-Chair.

- 2.2 Budget Adjustments
After a discussion, Trustee Coronel made a motion to accept a \$300,000 increase to the 2018/2019 fiscal year budget. This was seconded by Trustee Rios. After a roll call vote, All in Favor of increasing the budget.
- 2.3 Approve Clerk of the Board/Administrative Secretary
After a discussion, this topic was put off to a special meeting scheduled for Friday, February 22, 2019.

4. Informational Items:

- 4.1 Trustee Rosales gave a report on taking back the Dia de los Muertos event from Forest Lawn's control. A full report will be presented at a future meeting.
- 4.2 The General Manager gave a report on the work the cemetery staff and Vector Control have done over the last year regarding limiting potential mosquito breeding sites.
- 4.3 Employee Handbook update: General Manager and districts counsel are currently working on the revision of the employee handbook.
- 4.4 District Bylaws update: An ad hoc sub-committee consisting of Trustees Underwood and Coronel will work with the General Manager and districts legal counsel. General Counsel suggested adopting a policies and procedures manual.
- 4.5 The General Manager presented a wage comparison of other public cemetery districts. The Board decided to form an ad hoc sub-committee consisting of Trustees Underwood and Coronel.
- 4.6 The General Manager gave an overview of the current ACO projects going on at the cemetery.

*** 11:00 a.m. Trustees Rios and Rosales had to leave the meeting for personal reasons.

5. Closed Session:

- 5.1 Performance review of General Manager.

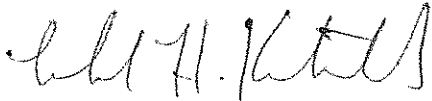
5.2 Public Employment – General Counsel.

The board, after a discussion, voted to retain Best Best and Krieger as the Districts legal counsel. Best Best and Krieger will present options on fee schedules at the next meeting of the Board.

6. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 11:45 a.m.

Chairman Bruce Underwood, Dr.P.H.



Leland Kestell – General Manager