

Coachella Valley Public Cemetery District

Board of Trustees Meeting – Minutes

March 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 February 12, 2019, Regular Meeting of the Board and the February 22, 2019, Special meeting of the Board.
- b. Approval of Expenditures #23430 - #23491

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

***The Board went into Closed Session to discuss General Managers evaluation.

3. Board Action Items:

- 3.1 The General Manager presented two (2) proposals for chain link fencing for the new development. After a discussion, Trustee Rosales made a motion to accept a bid from Sam's Fencing in Coachella. This was seconded by Trustee Coronel. All in Favor.
- 3.2 Authorization to purchase training webinars from CSDA. After a discussion, Trustee Rosales made a motion to purchase additional CSDA training webinars. This was seconded by Trustee Rios. All in Favor.

- 3.3 Approve going out for RFP for an Employee Compensation Study.
After a discussion, Trustee Rosales made a motion to approve going out for RFP for a Comprehensive Compensation Study. This was seconded by Trustee Coronel. All in Favor.
- 3.4 Approve the formation of a standing Executive Committee.
After a discussion, Trustee Rosales made a motion to approve the standing Executive Committee. This was seconded by Trustee Rios. All in Favor.
- 3.5 Hiring a Forensic Auditor.
After a discussion, Trustee Rios made a motion to terminate the contract for the District's current auditor and go out for RFP to find a new auditor. This was seconded by Trustee Coronel. All in Favor.
- 3.6 Approve Job Description for Administrative Assistant/Clerk of the Board position. After a discussion, Trustee Coronel made a motion to approve the Job Description. This was seconded by Trustee Rios. In Favor: Trustees Underwood, Coronel and Rios. Opposed: Trustee Rosales. Motion Passes 3-1.

4. Informational Items:

- 4.1 The General Manager gave an update on House #1. The house is vacant and has an inspection and appraisal scheduled for March 20, 2019.
- 4.2 Trustee Emails are being set up by the web designer.
- 4.3 Trustee business cards will be issued for Dr. Underwood, Marcos Coronel Jr. and Ernesto C. Rosales.
- 4.4 Trustees authorized the General Manager to purchase a camera for the District with a budget of one thousand dollars (\$1000.00).
- 4.5 The General Manager gave an update on the new internment area. The Board asked for a detailed plan of the area.
- 4.6 A discussion was had with Carlos Campos with Best Best and Kreiger regarding a contract for services. Terms will be discussed at a future meeting of the Board.

5. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 10:25 a.m.

Chairman Bruce Underwood, Dr.P.H.

Leland Kestell – General Manager