

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
August 13, 2019**

A regular Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the District office, 82-925 Avenue 52, Coachella, CA 92236, on Tuesday August 13, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, August 9, 2019 at 230 PM by the Clerk of the Board

**CALL TO ORDER, ROLL CALL**

Chairman Bruce Underwood called the meeting to order at 8:01 am, those in attendance were as follows:

Directors Present: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales (excused himself from meeting at 10:45 am)

Directors Absent: Marcos Coronel

Staff Present: Lee Kestell, General Manager and Kathryn Herrera, Clerk of the Board

Guests: Carlos Campos, District Counsel and Jeremy Witte GM of CV Vector Control

Pledge of Allegiance  
Moment of Silence

**Public Comments:** Jeremy Witte, GM of CV Mosquito and Vector Control presented informational material. The retention basin and the flower vases within Cemetery grounds are a breeding source and health hazard that should be addressed; to date 3,000 vases have been removed and no flower vases are being added to new headstone settings. The cemetery will continue to work with Vector control and a written statement will be available soon. Additionally, fire ant treatment will continue to take place and product may be provided by Vector Control to Cemetery for treatment.

**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)”

**CLOSED SESSION:**

The Board of Directors excused themselves for closed session where no action was taken on personnel matters.

**OPEN SESSION**

**BOARD ACTION ITEMS:**

**Board Minutes**

Minutes for 6/28/2019, Approved.

Ayes: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

**Finance and Administration**

Expenditures #23656 – 23731, Approved and attached

Discussion: the Board requested a summary page for income and expenses to be presented with monthly board packet for minute purposes.

Ayes: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

**General Manager Contract Amendment**

Contract to be approved once the Compensation Study is complete

Ayes: Ernesto Rosales, Judy Vossler, John Rios

Noes: Bruce Underwood

Absent: Marcos Coronel

Abstain: none

**Funding Of Street Repair Project**

Funds in the amount of \$488,000 are to be provided for project – RFP will move forward.

Monies will be provided by interest derived from Bonds secured thru Wells Fargo Advisors.

Ayes: Judy Vossler, John Rios, Bruce Underwood, Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

**Winter Seed Purchase**

3 proposals submitted, Harrells proposal approved

Vote count: Ernesto Rosales, Judy Vossler, John Rios, Bruce Underwood – Yes

Ayes: Ernesto Rosales, Judy Vossler, John Rios, Bruce Underwood

Noes: none

Absent: Marcos Coronel

Abstain: None

**District Auditor: Discussion**

Tabled for September 2019 Board Meeting

**Utility Vehicles**

Three proposals submitted, Jordan Central Implement proposal approved

Ayes: Judy Vossler, John Rios, Bruce Underwood

Noes: none

Absent: Ernesto Rosales, Marcos Coronel

Abstain: None

**Write Off Delinquent Pre-Need Contracts**

Approximately \$35,000 to be written off due to delinquency, monies to be moved from Preneed to General Account.

Ayes: Judy Vossler, John Rios, Bruce Underwood, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

**Board of Trustees meeting place and time:** Tabled for future meeting

**INFORMATIONAL ITEMS****Compensation Study Update**

Koff & Associates is providing this service to the Coachella Valley Public Cemetery District (CVPCD) - the compensation study is currently ongoing and the orientation and questionnaire have been completed and interviews are scheduled for 8/20/2019 with a projected completion date of 09/2019.

**Clerk Of The Board**

The Clerk of the Board is present, training with CSDA will be attended in November 2019.

**Housing**

The Board and the General Manager discussed whether the house is habitable and will continue to stay unoccupied for the time being.

**Dia De Los Muertos**

Update provided by Ernesto Rosales, Board Chair and Lee Kestell, General Manager

**Bylaws**

Update provided by Carlos Campos, Legal Counsel of Best, Best and Krieger

**Employee Handbook**

Ben Carney of Best, Best & Krieger provided an update via telephone, Employee Hand Book will be presented as Board Action Item by September 2019.

**General Manager Report From General Managers CSDA Newport Conference**

Lee Kestell, General Manager provided a report on the conference attended in July 2019

**Board Chair Report From CSDA Napa Conference**

Bruce Underwood, Board Chair provided a report on the conference attended in July 2019

**G.M.'s Project List**

Overview provided by Lee Kestell, General Manager

**Adjournment**

With no further business, Chairman Underwood adjourned the meeting at 10:28 am.

Respectfully Submitted,

*Kathryn Herrera*

Kathryn Herrera, Clerk of the Board  
Coachella Valley Cemetery District

1010 - Cash-WF Checking

Date	Num	Name	Memo	Credit
08/12/2019	23732	Vintage Associates	Landscape Services for month of: Aug 2019	25,000.00
08/12/2019	23733	C.V. Water District	water bill	2,221.89
08/12/2019	23734	FRONTIER	phe bill	226.67
08/12/2019	23735	Burntec Waste & Recycling Svcs	Trash Service	407.91
08/12/2019	23736	Koff & Associates	compensation study	417.00
08/12/2019	23737	Teamman, Ramirez and Smith, Inc.	accounting	1,200.00
08/12/2019	23738	Desert Battery Co.	golf carts	814.07
08/12/2019	23739	Home Depot	supplies - maintenance	1,351.19
08/12/2019	To Print	Cal Pers-Retirement	Employer Contributions - Unfunded Accrued Liability, PEPR	175.00
08/12/2019	23740	RDO Equipment Co.		972.01
08/12/2019	23741	High Tech Irrigation		367.80
08/12/2019	23742	Killer Bee Pest Control	pest control	240.00
08/12/2019	23743	Southwest Networks	Computer service 19-7040	550.00
08/12/2019	23744	IID	pump, office, files, c.chapel, stop/lake	3,147.64
08/12/2019	23745	Whited Cemetery Service	Vaults	3,260.00
08/12/2019	23746	High Tech Irrigation		744.29
08/13/2019	23747	ERNESTO ROSALES	board meeting	300.00
08/13/2019	23748	Bruce Underwood	board meeting	300.00
08/13/2019	23749	JOHN RIOS	board meeting	200.00
08/13/2019	23750	Judy Vossler	board meeting	300.00
08/13/2019	23751	Marcos Coronel	board meeting	200.00
08/14/2019	23752	Coachella Valley Cemetery	monthly interest 07/01-07/31/2019	13.43
08/15/2019	To Print	Cal Pers - Insurance	Health Insurance premium month of: September 2019	11,167.09
08/16/2019	23753	AIS	Office machines in 590265	90.92
08/16/2019	23754	Carlos Arroyo	Mechanic Services	840.00
08/16/2019	23755	Sign A Rama	new signage	3,207.54
08/16/2019	23756	Whited Cemetery Service	Vaults in 040093	3,260.00
08/23/2019	50049	Gonzalez, Daniel	Payroll 8/10-8/23/2019	202.79
08/23/2019	50050	Jimenez, Omar	Payroll 8/10-8/23/2019	203.71
08/23/2019	To Print	cbiz	Employee FSA Contributions Payroll 8/10-8/23/2019	110.77
08/23/2019	To Print	cbiz	Payroll fees 8/10-8/23/2019	86.78
08/23/2019	To Print	cbiz	Employee Direct Deposit Payroll 8/10-8/23/2019	9,876.34
08/23/2019	To Print	cbiz	taxes	3,273.90
08/23/2019	23757	Wells Fargo Advisors / IRA	Lopez, Dolores IRA Contribution	92.30
08/23/2019	23758	Wells Fargo Advisors / IRA	ira contribution Herrera, Kathryn	108.08
08/23/2019	23759	Wells Fargo Advisors / IRA	ira contribution Fournier, Veronica	23.08
08/23/2019	23760	Franchise Tax Board	garnishment	60.00
08/23/2019	23762	Franchise Tax Board		60.00
08/23/2019	23763	Riverside County Sheriff Dept.	Wage Garnishment - Albert Vega Levying Officer file No. 21	60.00
08/23/2019	23764	RDO Equipment Co.		882.71
08/23/2019	23765	CARQUEST AUTO PARTS STORES		774.56

Date	Num	Name	Memo	Credit
08/23/2019	23766	SC Fuels	GAS	1,357.08
08/23/2019	23767	Hemel Valley Monuments	Engrave shutters	340.00
08/23/2019	23768	Jordan/Central Implement	e04161 kawasaki 2019 mule (2)	14,816.70
08/23/2019	23769	Lowe's	Maintenance Supplies 874 3524 900207 8	371.71
08/23/2019	23770	County of Riverside	PS FINANCIALS	68.42
08/23/2019	23771	Herbst, Anuga	lot refund 241-8-10	1,098.00
08/23/2019	To Print	Cal Pers-Retirement	GASB 68 Reporting Services Fee, CalPERS 2019/2020	950.00
08/24/2019	To Print	Colonial Life	Employee paid Accident/Lifeinsurance	671.55
08/24/2019	To Print	Verizon Wireless	company cell phone	216.40
08/24/2019	23772	Carlos Arroyo	Mechanic Services tires	2,412.00
08/26/2019	To Print	Cal Pers-Retirement	Employer Contrib PEPRA, 26061, CalPERS, 08/01 - 08/31/2	1,846.24
08/26/2019	23773	Coachella Valley Cemetery	Cemetery Burial refund Rosario Valencia	300.00
08/26/2019	23774	Rosario M. Valencia	Preneed refund - Rosario M. Valencia	1,710.00
08/26/2019	23775	Burtec Waste & Recycling Svcs	Trash Service	407.91
08/30/2019	23776	CARQUEST AUTO PARTS STORES	rennovations	1,200.94
08/30/2019	23777	Whited Cemetery Service	Vaults	3,260.00
08/30/2019	23778	Desert Battery Co.	battery for electric cart	218.50
08/30/2019	23779	RDO Equipment Co.	rennovations	1,527.85
08/30/2019	23780	Carlos Arroyo	Mechanic Services harper & water truck	2,020.00
08/30/2019	23781	Wells Fargo / VISA	Company C/Card 4856 2002 2632 7925	582.82
08/30/2019	23782	Staples	Office supplies	273.51
Total 1010 - Cash-WF Checking				<u>112,439.10</u>
				<u>112,439.10</u>