

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
September 10, 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, September 10, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, September 6, 2019 by 230 PM by the Clerk of the Board.

**CALL TO ORDER, ROLL CALL**

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

Directors Present: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Directors Absent: Marcos Coronel

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

Guests: Carlos Campos, District Counsel

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**Pledge of Allegiance**

**Moment of Silence**

**Public Comments:** Brad Anderson spoke and is aware of the district's proactive measures regarding treatment for eradication of mosquitoes and submitted letters to the board for review.

**ADDITIONS TO THE AGENDA:** No additions were requested however a correction to the agenda item 1.2 was requested to read: Agency Designated Representative(s): General Counsel

**CLOSED SESSION:**

The Board of Directors excused themselves for closed session where no action was taken regarding the following items:

- 1.1 Personnel Matters – Employee Evaluation or
- 1.2 Conference with Labor Negotiators

Although no actions were taken, Trustees formed an ADHOC Committee and will meet for a Special Board Meeting on Friday, September 27, 2019 - 8am - Cemetery Office where the Special Compensation Study shall be available for review and discussion in which the Committee will prepare to present findings for Board review and action at the regularly scheduled October Board Meeting.

**OPEN SESSION**

**CONSENT CALENDAR:** Items listed below that are considered routine, non-controversial and generally approved in a single motion.

**Board Minutes**

Minutes for August 13, 2019

Minutes for May 14, 2019

**Finance and Administration**

Expenditures #23732-23782

Motion: Judy Vossler

2<sup>ND</sup>:John Rios

Discussion: None

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

Noes: None

Absent: Marcos Coronel

Abstain: None

## **BOARD ACTION ITEMS**

### **SELECTION OF DISTRICT AUDITOR**

Approval of a one-year contract with Local Firm based Osborne Rincon, Certified Public Accountants

Motion: John Rios

2<sup>ND</sup>: Judy Vossler

Discussion: amongst trustees

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

Noes: None

Absent: Marcos Coronel

Abstain: None

### **APPROVAL OF DISTRICT BYLAWS**

Approval of Coachella Valley Public Cemetery District Bylaws prepared by Legal Counsel Best Best and Krieger

Motion: Ernesto Rosales

2<sup>ND</sup>: John Rios

Discussion: none

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

Noes: None

Absent: Marcos Coronel

Abstain: None

### **APPROVAL OF DISTRICT EMPLOYEE HANDBOOK**

Approval of Coachella Valley Public Cemetery District Employee Handbook prepared by Legal Counsel Best Best and Krieger

Motion: Ernesto Rosales

2<sup>ND</sup>: John Rios

Discussion: amongst trustees – standard operation procedure to be followed and directed by General Manager

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

Noes: None

Absent: Marcos Coronel

Abstain: None

**DIA DE LOS MUERTOS BUDGET**

Consensus approval of \$40,000.00 expenditure and final/formal budget to be provided at Next Board Meeting(October)

Motion: Judy Vossler

2<sup>ND</sup>: Ernesto Rosales

Discussion: amongst trustees

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

Noes: None

Absent: Marcos Coronel

Abstain: None

**INFORMATIONAL ITEMS:** Information items are non-action items presented to the Board for their information.

**G.M.'S PROJECT LIST:**

Overview provided by Lee Kestell, General Manager

**DISCUSS MEETING TIME, DATE AND LOCATION**

Friday, September 27, 2019 8am – Special Compensation meeting

Tuesday, October 8, 2019 8am – Standard Board Meeting

**BOARD COMMENTS:**

Comments/Discussion pertaining to Trustee attendance, meeting location, district distinction efforts and illness and prevention were had.

**Adjournment**

With no further business, Chairman Underwood adjourned the meeting at 9:23am.

Respectfully Submitted,

*Kathryn Herrera*

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved 10/8/2019

	Date	Num	Name	Memo	Credit
1010 - Cash-WF Checking					
	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	Burrtec Waste & Recycling Svcs	Trash Service	407.91
	08/12/2019	23736	Koff & Associates	compensation study	417.00
	08/12/2019	23737	Teaman, 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, lites, c.chapel, shop/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 - [REDACTED] Levying Officer file No. 2/	60.00
	08/23/2019	23764	RDO Equipment Co.		882.71
	08/23/2019	23765	CARQUEST AUTO PARTS STORES		774.56
	08/23/2019	23766	SC Fuels	GAS	1,357.08
	08/23/2019	23767	Hemet Valley Monuments	Engrave shutters	340.00
	08/23/2019	23768	Jordan/Central Implement	a04161 kawasaki 2019 mule (2)	14,816.70
	08/23/2019	23769	Lowe's	Maintenence 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	Burrtec 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>