

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
October 8, 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, October 8, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 4, 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 Marcos Coronel

Directors Absent: Ernesto Rosales (excused)

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

Guests: Carlos Campos, District Counsel

Pledge of Allegiance

Moment of Silence

Public Comments: None

ADDITIONS TO THE AGENDA: Per legal counsel the Board agreed to remove item 2.2 Bids for street project

OPEN SESSION

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

Board Minutes

Minutes for Sept 10, 2019

Finance and Administration

Expenditures #23783-23844

Motion: Judy Vossler

2ND: John Rios

Discussion: None

Ayes: Bruce Underwood, Judy Vossler, John Rios

Noes: None

Absent: Ernesto Rosales

Abstain: Marcos Coronel

BOARD ACTION ITEMS

MEMBERSHIP IN SPECIAL DISTRICT ASSOCIATION – RIVERSIDE COUNTY

Motion: Bruce Underwood

2ND: Judy Vossler

Discussion: amongst trustees

Ayes: Bruce Underwood, Judy Vossler, John Rios and Marcos Coronel

Noes: None

Absent: Ernesto Rosales

Abstain: None

BIDS FOR STREET PROJECT

Item removed from Agenda per Legal Counsel and will be addressed accordingly.

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

GM Project List Update:

Overview provided by Lee Kestell, General Manager regarding: newest unit, re-seeding of entire cemetery, purchasing of new trees, new software demonstration, future software app for grave location, new utility vehicles

Compensation Study Update:

No new update, Board is awaiting the study and will disseminate as soon as available.

Dia de los Muertos Budget Update:

Budget of 40,000.00 was granted the current budget presented to Board is pretty accurate with the exception of security being added. Law enforcement cost are estimates, No sponsorships this year due to time restrictions. GM will contact SDRMA for additional insurance as it pertains.

Employee Housing Update:

This item is directly tied into the Compensation Study and will remain as unfinished business until the study is available; the Board anticipates completion by January 2020. GM to notify County regarding House #1 and possible tax breaks due to unoccupancy.

District Employee Handbook Update:

Motion to suspend the new Employee Handbook dated September 2019 and revert back to the previous version dated 2011 until further notice.

Motion: Judy Vossler

2ND: John Rios

Ayes: Bruce Underwood, Judy Vossler, John Rios

Noes: Marcos Coronel

Absent: Ernesto Rosales

Abstain: None

Motion to Authorize assigned board member to work with General Manager, employee and legal counsel regarding the revision to employee handbook. Information and Request gathered to be brought back to Board for consideration.

Motion: John Rios

2ND: Judy Vossler

Discussion: None

Ayes: Bruce Underwood, Judy Vossler, John Rios, Marcos Coronel

Noes: None

Absent: Ernesto Rosales

Abstain: Marcos Coronel

Districts procurement policy:

Board will revisit updating the Procurement Policy as priority in January 2020. The General Manager will continue to carry out with the current procurement policy which was approved in the Aug. 24, 2018 Board Meeting that grants spending authority up to \$5,000.00.

DISCUSS MEETING TIME, DATE AND LOCATION

Next scheduled meeting is: November 12, 2019, 8:00am, Cemetery Office.

CLOSED SESSION:

None

BOARD COMMENTS:

Trustee Vossler requested for minute purposes that the following be on record:
The FPPC Notified the Cemetery and Legal Counsel of an anonymous complaint registered against General Manager Lee Kestell and Trustee Ernesto Rosales to which Mr. Rosales and Mr. Kestell have responded to.

Discussion pertaining to items to be added on the next and/ or future Agendas:

- Veterans Wreath Project Managed by Ms. Susie Del Toro
- Mission Statement
- SDRMA _____
- Website Retention Policy – Agenda & Minute Posting
- Board Compensation – Revision to number of meeting /Public Notification
- Holiday Schedule for Board Members
- Online Payment Processing

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:16 am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District

1010 - Cash-WF Checking
09/28/2019-10/31/2019

Date	Num	Name	Memo	Credit
10/03/2019	To Print	State Board of Equalization	3rd qtr sales tax	1,317.00
10/04/2019	To Print	cbiz	payroll fees 9/21-10/4/2019	86.78
10/04/2019	To Print	cbiz	employee paid fsa contributions 9/21-10/4/2019	110.77
10/04/2019	To Print	cbiz	Employee direct deposit 9/21-10/4/2019	8,799.61
10/04/2019	To Print	cbiz	payroll taxes 9/21-10/4/2019	3,270.83
10/04/2019	50055	Gonzalez, Daniel	payroll 9/21-10/4/2019	202.80
10/04/2019	60056	Jimenez, Omar	payroll 9/21-10/4/2019	203.70
10/04/2019	23845	Riverside County Sheriff Dept.	Wage GArnishment - Albert Vega Lev	60.00
10/08/2019	23846	Teaman, Ramirez and Smith, Inc.	Accounting	1,200.00
10/08/2019	23847	Vintage Associates	Landscape Services for month of: Octo	25,000.00
10/08/2019	23848	smith Pipe & Supply	pipes for new water source	37.32
10/08/2019	23849	C.V. Water District	6780 WELL MASTER ACCOUNT WA	1,095.60
10/08/2019	23850	Home Depot	Maintenance supply	1,632.13
10/08/2019	23851	CMF Services, inc.	Water Testing	250.00
10/08/2019	23852	CINTAS	Medical supply restocking	129.16
10/08/2019	23853	Manuel's Pest Control	Pest control	61.00
10/08/2019	23854	Turf Star	Toro renovating mower	2,373.42
10/08/2019	23855	Chavos Pool Service & Repairs	Fountain service for: Sept	75.00
10/08/2019	23856	Burntec Waste & Recycling Svcs	Trash Service	407.91
10/08/2019	23857	void	VOID: tire disposal and sealant	0.00
10/08/2019	23858	Boyd & Associates	Alarm	80.85
10/08/2019	23859	Bruce Underwood	Board meeting 10/08/2019	100.00
10/08/2019	23860	Marcos Coronel	Board meeting 10/08/2019	100.00
10/08/2019	23861	JOHN RIOS	Board meeting 10/08/2019	100.00
10/08/2019	23862	Judy Vossler	Board meeting 10/08/2019	100.00
10/11/2019	23863	Coachella Valley Cemetery	monthly interest 09/01-09/30/2019	12.21
10/15/2019	23864	HV entertainment	Stage Setup Dia De Los Muertos	8,500.00
10/18/2019	To Print	cbiz	employee paid fsa contributions 10/5-10/18/2019	110.77
10/18/2019	To Print	cbiz	payroll fees 10/5-10/18/2019	262.48
10/18/2019	To Print	cbiz	employee direct deposit 10/5-10/18/2019	9,858.82
10/18/2019	To Print	cbiz	Taxes 10/5-10/18/2019	3,270.61
10/18/2019	50057	Gonzalez, Daniel	payroll 10/5-10/18/2019	202.80
10/18/2019	50058	Jimenez, Omar	payroll 10/5-10/18/2019	203.71
10/18/2019	23865	Franchise Tax Board	FTB # 1112507167 Order no. 458524	120.00
10/18/2019	23866	Wells Fargo Advisors / IRA	employee paid fsa contribution ACCT 7	92.30
10/18/2019	23867	Wells Fargo Advisors / IRA	employee paid fsa contribution 6892-51	150.00
10/18/2019	23868	Wells Fargo Advisors / IRA	employee paid fsa contribution 3597-3	23.06
10/18/2019	To Print	Cal Pers - Insurance	Health Insurance premium month of: N	9,682.42
10/18/2019	23869	Carlos Arroyo	Mechanic Services New Holland tires	1,300.00
10/18/2019	23870	Esmeralda Escamilla	refund difference of headstone	100.00
10/18/2019	23871	Special Districts Association	Annual District Membership	100.00
10/18/2019	23872	Killer Bee Pest Control	Swarm Traps	240.00
10/18/2019	23873	FRONTIER	land lines	267.85
10/18/2019	23874	BD	pump, office, tires, c.chapel, shop/sake	1,753.97
10/18/2019	23875	Harrell's	seed	3,152.77
10/18/2019	23876	High Tech Irrigation	sprinklers	1,471.20
10/22/2019	23877	Guzman, Phyllis Rosie	lot refund 11-01-aw 1/4 - 8	76.50
10/22/2019	23878	Colonial Life	Employee paid insurance BCN- E4907	671.55
10/22/2019	23879	Best Best & Krieger	legal fees	2,454.00
10/22/2019	23880	Whited Cemetery Service	Vaults	3,260.00
10/22/2019	23881	anderson Communication	radio service 2 way	60.00
10/22/2019	23882	AIS	Office machines	94.36
10/22/2019	23883	High Tech Irrigation	irrigation new unit	352.40
10/22/2019	23884	CARQUEST AUTO PARTS STORES	mowers	46.88
10/25/2019	23885	HV entertainment	staging/engineering	1,850.00
10/28/2019	23886	Air & Hose Source Inc.	spray rig	69.60
10/29/2019	23887	Pacific Lightwave Inc	monthly internet service for: 11/1-12/1/19	99.00
10/29/2019	23888	Lowe's	Maintenance Supplies	10.14
10/29/2019	23889	Verizon Wireless	cellular service	216.43
10/29/2019	23890	County of Riverside	PS FINANCIALS Sept 2019	55.98
10/29/2019	23891	Staples	Office supplies	169.21
10/29/2019	23892	Burntec Waste & Recycling Svcs	Trash Service	407.91
10/29/2019	23893	CARQUEST AUTO PARTS STORES	spray rig	99.91
10/29/2019	23894	Carlos Arroyo	Mechanic Services water truck & gator	850.00
10/29/2019	23895	KATHRYN HERRERA	meleage reimbursement 8/1-10/29	67.28
10/29/2019	To Print	Wells Fargo / VISA	Company C/Card	617.61
10/29/2019	23896	Wells Fargo / VISA	Company C/Card	1,238.56
10/31/2019	23897	Right Way Golf Cars	golf cart repair & tires	1,408.42
10/31/2019	To Print	Superior Press Print	Laser Check Reorder	137.30
				102,982.50
				<u>102,982.50</u>

Total 1010 - Cash-WF Checking