

Coachella Valley Cemetery District  
Board Meeting  
January 14, 2020  
8:00 AM

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_ Trustee Vossler: \_\_\_\_\_

**FLAG SALUTE  
MOMENT OF SILENCE**

**PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Board Members may respond briefly or refer the communication to staff. The Board may also request the clerk to calendar an item related to your communication at a future Board meeting.

**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)”

**AGENDA**

**1. CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

1.1 Board Minutes

a. Regular Meeting – November 12, 2019

1.2 Finance and Administration

a. Approval of Expenditures Check Nos. #23898 – 24015

2. **BOARD ACTION ITEMS:** Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

2.1 Board Officer Elections

3. **CLOSED SESSION ITEMS:** The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

3.1 CONFERENCE WITH LABOR NEGOTIATORS:  
Agency designated representatives: General Manager  
Employee organization: Unrepresented Employees

3.2 CONFERENCE WITH LABOR NEGOTIATORS:  
Agency designated representatives: General Counsel  
Employee organization: General Manager, Unrepresented Employee

3.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)  
One (1) potential case

3.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation, Pursuant to Government Code Section  
54956.9(d)(2)/(e)(1)  
Four (4) potential case

4. **BOARD ACTION ITEMS:** Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

4.1 Approval of Year End Performance Bonus for District employees.

4.2 Approval of the Districts Conflict of Interest Code.

4.3 Approval of new Cemetery Software and Hardware.

4.4 Approval of Districts 2018/2019 Auditor.

5. **BOARD COMMENTS:** Trustees may comment upon District events; provide reports on attended meetings and events; and suggest items for future Board consideration, among other things.

**6. ADJOURNMENT**

**Any person with a disability who requires accommodations in order to participate in the meeting should telephone Leland Kestell at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.**

**DECLARATION OF POSTING:** I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place, January 10, 2020.

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Leland Kestell, General Manager

**NOTICE OF INTENTION TO AMEND THE  
CONFLICT OF INTEREST CODE OF THE  
COACHELLA VALLEY PUBLIC CEMETERY DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Coachella Valley Public Cemetery District (the "District") intends to amend the District's Conflict of Interest Code (the "Code") pursuant to Government Code section 87306.

The Code designates those employees, members, officers, and consultants who make or participate in the making of decisions and are subject to the disclosure requirements of the District's Code. The District's proposed amendment is to formally adopt the Standard Code of the Fair Political Practices Commission, include positions that must be designated, establishes disclosure categories which are assigned to each position based on their official duties, and declare officials who manage public investments.

The proposed amended Code will be considered by the Board of Trustees on January 14, 2020, at 8:00 a.m. at 82925 Avenue 52, Coachella, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment.

Copies of the proposed amended Code may be reviewed at, and copies obtained from, the office of the General Manager noted below.

Any comments or inquiries should be directed to the attention of Lee Kestell, General Manager, Coachella Valley Public Cemetery District, 82925 Avenue 52, Coachella, CA 92236; 760-398-3221. Written comments must be submitted no later than January 14, 2020, at 8:00 a.m.

1010 - Cash-WF Checking  
11/01/2019-01/03/2020

Date	Num	Name	Memo	Credit
11/01/2019	To Print	cbiz	payroll Fees 10/19-11/01/2019	86.78
11/01/2019	To Print	cbiz	Employee FSA contributions 10/19-11/01/2019	110.77
11/01/2019	To Print	cbiz	Employee Direct Deposit 10/19-11/01/2019	9,799.61
11/01/2019	To Print	cbiz	fed inc tax, ca sitw, fed unemploy 11/2	3,270.62
11/01/2019	50059	Gonzalez, Daniel	Employee Payroll 10/19-11/01/2019	202.79
11/01/2019	50060	Jimenez, Omar	Employee Payroll 10/19-11/01/2019	203.72
11/01/2019	23898	Riverside County Sheriff Dept.	Wage Garnishment	60.00
11/01/2019	To Print	Cal Pers-Retirement	Rate Plan 26061 - Miscellaneous - PE	1,846.24
11/01/2019	23899	C.V. Water District	VOID:	0.00
11/01/2019	23900	Wiefels & Son	Engle overpayment - setting fee	100.00
11/01/2019	23901	SC Fuels	GAS	2,154.81
11/01/2019	23902	Air & Hose Source inc.	water truck	348.00
11/01/2019	23903	Fernando Heredia	Deacon services - Dia De Los Muertos	300.00
11/01/2019	23904	Koff & Associates	Compensation Study	3,822.50
11/01/2019	23905	David Espinoza	chairs Dia De Los Muertos	175.00
11/06/2019	To Print	Cal Pers-Retirement	Employer Contribution, PEPRA, 26061	1,846.24
11/06/2019	23906	Coachella Valley Cemetery	monthly interest 10/1-10/31/2019	12.02
11/06/2019	23907	Jon Christensen - Riv. Cty Treasure	property tax 1st 1/2 2019 82867 Ave 5	402.19
11/06/2019	23908	Jon Christensen - Riv. Cty Treasure	2019000411771 - property tax 1st 1/2	254.72
11/06/2019	23909	Jon Christensen - Riv. Cty Treasure	2019003453028 - property tax 1st 1/2	254.72
11/07/2019	23910	Air & Hose Source inc.	equip - leaky fittings	417.60
11/07/2019	23911	Waxie	paper supplies	189.71
11/07/2019	23912	Hemel Valley Monuments	Engrave shutters	1,415.00
11/07/2019	23913	C.V. Water District	water accts 332583-851030 & 308317	1,857.78
11/07/2019	23914	Manuel's Pest Control	Pest control	61.00
11/07/2019	23915	Desert Battery Co.	vacuum battery	163.51
11/07/2019	23916	Chavos Pool Service & Repairs	Fountain service for: Oct 2019	100.00
11/12/2019	23917	ERNESTO ROSALES	BOARD MEETING PAYMENT 11/19	100.00
11/12/2019	23918	JOHN RIOS	BOARD MEETING PAYMENT 11/19	100.00
11/12/2019	23919	Bruce Underwood	BOARD MEETING PAYMENT 11/19	100.00
11/12/2019	23920	Marcos Coronel	BOARD MEETING PAYMENT 11/19	100.00
11/13/2019	23921	HV entertainment	Dia De Los Muertos Event 11/2/19	265.00
11/15/2019	To Print	cbiz	Payroll Fees 11/2 - 11/15/2019	233.60
11/15/2019	To Print	cbiz	employee FSA Contributions 11/2 - 11/15/2019	110.77
11/15/2019	To Print	cbiz	employee direct deposit 11/2 - 11/15/2019	9,859.64
11/15/2019	To Print	cbiz	fed inc tax, ca sitw, fed unemploy 11/2	3,270.59
11/15/2019	50061	Gonzalez, Daniel	employee payroll 11/2 - 11/15/2019	202.81
11/15/2019	50062	Jimenez, Omar	employee payroll 11/2 - 11/15/2019	203.70
11/19/2019	23922	Hepburn Superior	Cremation Vaults	3,868.61
11/19/2019	23923	Koff & Associates	compensation study	6,394.00
11/19/2019	23924	Home Depot	maintenance supplies	1,489.19
11/19/2019	23925	Vintage Associates	Landscape Services for month of: Nov	25,000.00
11/19/2019	23926	Teaman, Ramirez and Smith, Inc.	accounting and bookkeeping October 2019	1,200.00
11/19/2019	23927	IID	electricity	3,291.41
11/19/2019	23928	Killer Bee Pest Control	5 swarm traps	240.00
11/19/2019	23929	Paul Associates Inc.	envelope printing / contract	1,065.63
11/19/2019	23930	FRONTIER	land line service	262.15
11/19/2019	23931	Whitted Cemetery Service	Vaults	3,199.00
11/19/2019	23932	Right Way Golf Cars	replacement cart - 2 seater	1,200.00
11/19/2019	23933	Brudvik, Inc. Rental Division	light towers DDLM	2,534.00
11/19/2019	23934	Flags "A" Flying	Flags	88.35
11/19/2019	23935	AIS	Office machines	179.51
11/19/2019	23936	All Color Growers Inc	flowers DDLM	326.25
11/19/2019	23937	CSDA	RMS MEMBERSHIP	4,565.00
11/19/2019	23938	California Assoc. of Public Cemeteries	membership dues	758.00
11/20/2019	To Print	C.V. Water District	332583-851030	9.00
11/20/2019	23939	Colonial Life	Employee paid Insurance BCN- E4907	671.55
11/20/2019	23940	Burtec Waste & Recycling Svcs	Trash Service DDLM	2,357.76
11/21/2019	To Print	Cal Pers - Insurance	Health insurance premium month of: D	9,682.42
11/25/2019	23941	CARQUEST AUTO PARTS STORES	auto parts	154.27
11/25/2019	23942	Pacific Lightwave Inc	monthly internet service for: 12/1-1/1/2	99.00
11/25/2019	23943	anderson Communication	2 wat radio repeater service	60.00
11/25/2019	23944	Best Best & Krieger	monthly retainer +	5,698.34
11/25/2019	23945	CAPITAL ONE / KATHRYN HERRER	clerk of the Board certification Monterey	1,369.32
11/26/2019	23946	Senate Rules Committee	VOID: Publication No. 1348-S	
11/26/2019	23947	County of Riverside	PS FINANCIALS October 2019	62.20
11/26/2019	23948	Lowe's	Maintenance Supplies	84.32
11/26/2019	23949	Staples	Office supplies	228.14
11/26/2019	23950	Chavos Pool Service & Repairs	Fountain service for: Nov 2019	100.00
11/29/2019	To Print	cbiz	Payroll fees 11/6-11/29/2019	86.78
11/29/2019	To Print	cbiz	Employee FSA contributions 11/6-11/29/2019	110.77
11/29/2019	To Print	cbiz	Employee direct deposit 11/6-11/29/2019	9,859.63
11/29/2019	To Print	cbiz	fed income tax, ca sitw, fed unemployr	3,270.60
11/29/2019	50063	Gonzalez, Daniel	Payroll 11/6-11/29/2019	202.79

Date	Num	Name	Memo	Credit
11/29/2019	50064	Jimenez, Omar	Payroll 11/6-11/29/2019	203.72
12/02/2019	23951	Carlos Arroyo	Mechanic Services golf cart	520.00
12/02/2019	23952	CINTAS	Medical supplies	75.09
12/02/2019	23953	Whited Cemetery Service	Vaults	3,199.00
12/02/2019	23954	Burtec Waste & Recycling Svcs	Trash Service 50-CC 210555	407.91
12/02/2019	23955	Henry Alex Martinez	refund difference of headstone	100.00
12/02/2019	23956	Wells Fargo / VISA	Company C/Card 4856 2002 2632 792	2,709.57
12/02/2019	23957	Franchise Tax Board	FTB # 1112507167 Order no. 458524	180.00
12/02/2019	23958	Wells Fargo Advisors / IRA	7205-2763 employee paid IRA contribu	138.45
12/02/2019	23959	Wells Fargo Advisors / IRA	3597-3194 employee paid IRA contribu	34.62
12/02/2019	23960	Wells Fargo Advisors / IRA	6892-5141 employee paid IRA contribu	225.00
12/02/2019	23961	Manuel's Pest Control	Pest control invoice no.17551	61.00
12/04/2019	To Print	Cal Pers-Retirement	Rate Plan 26061 - Miscellaneous - PE	1,846.24
12/05/2019	23962	Coachella Valley Cemetery	monthly interest 11/1-11/30/2019	12.90
12/05/2019	23972	Paul Associates Inc.	Accounting service for: purchase agree	312.16
12/05/2019	23973	C.V. Water District	water	1,647.69
12/05/2019	23974	Home Depot	supplies	2,075.94
12/05/2019	23975	VOID	VOID: Mechanic Services tires for gatr	0.00
12/06/2019	23963	County of Riverside	Día De Los Muertos event 11/02/2019	4,941.82
12/06/2019	23964	SC Fuels	GAS	1,193.03
12/06/2019	23965	smith Pipe & Supply	Irrigation	206.65
12/06/2019	23966	Teaman, Ramirez and Smith, Inc.	Client ID 2020 accounting services for	1,200.00
12/06/2019	23967	VOID	VOID: Board Meeting Dec 10, 2019	0.00
12/06/2019	23968	VOID	VOID: Board Meeting Dec 10, 2019	0.00
12/06/2019	23969	VOID	VOID: Board Meeting Dec 10, 2019	0.00
12/06/2019	23970	VOID	VOID: Board Meeting Dec 10, 2019	0.00
12/06/2019	23971	VOID	VOID: Board Meeting Dec 10, 2019	0.00
12/10/2019	To Print	Cal Pers-Retirement	Employer Contribution, Classic, 112, C	5,874.76
12/10/2019	23976	FRONTIER	landline	271.91
12/10/2019	23977	VOID	VOID: swarm traps	0.00
12/10/2019	23978	Paul Associates Inc.	Accounting service for: lot cards	134.33
12/10/2019	23979	Vintage Associates	Landscape Services for month of Dec	25,000.00
12/10/2019	23980	ASCO Pacific	cremation vaults	679.83
12/10/2019	23981	IID	50169100/pump, 50030224/office, 500	1,951.88
12/10/2019	23982	Carlos Arroyo	tires for new holland (2), john deere, ga	3,820.00
12/10/2019	23983	Best Best & Krieger	attorney fees	7,264.60
12/11/2019	23984	High Tech Irrigation	sprinklers	382.08
12/13/2019	To Print	cbiz	payroll fees 11/30/2019-12/13/2019	233.60
12/13/2019	To Print	cbiz	employee paid fsa contributions 11/30/	110.77
12/13/2019	To Print	cbiz	employee direct deposit 11/30/2019-12	10,224.15
12/13/2019	To Print	cbiz	fed inc tax, ca sitw, fed unemploy 11/3	2,846.08
12/13/2019	50065	Gonzalez, Daniel	payroll 11/30/2019-12/13/2019	202.80
12/13/2019	50066	Jimenez, Omar	payroll 11/30/2019-12/13/2019	203.71
12/13/2019	23985	Riverside County Sheriff Dept.	Wage Garnishment - Albert Vega Lev	60.00
12/18/2019	23986	Burrowes Consulting Services	annual maintenance - computer progra	560.00
12/18/2019	23987	Harrell's	COAVAL seed	3,128.63
12/18/2019	23988	Valley Plumbing	restroom - breakroom	128.50
12/18/2019	23989	Koff & Associates	compensation report - finalization	8,687.50
12/18/2019	23990	AIS	Office machines	104.23
12/18/2019	23991	Spafford and Landry	audit	68.75
12/18/2019	23992	High Tech Irrigation	sprinklers	1,525.20
12/23/2019	23993	Wells Fargo Advisors / IRA	dolores lopez 7205-2763 IRA contribu	92.30
12/23/2019	23994	Wells Fargo Advisors / IRA	kathryn herrera 6892-5141 IRA contrib	150.00
12/23/2019	23995	Wells Fargo Advisors / IRA	veronica fourmier 3597-3194 IRA contr	23.08
12/23/2019	23996	Franchise Tax Board	FTB # 1112507167 Order no. 458524	120.00
12/23/2019	To Print	Cal Pers - Insurance	Health Insurance premium month of: J	9,342.81
12/27/2019	To Print	cbiz	payroll fees 12/14-12/27/2019	86.78
12/27/2019	To Print	cbiz	employee FSA contributions 12/14-12/	110.61
12/27/2019	To Print	cbiz	employee direct deposit 12/14-12/27/2	10,284.29
12/27/2019	To Print	cbiz	fed inc tax, ca sitw, fed unemploy 12/1	2,846.12
12/27/2019	50067	Gonzalez, Daniel	payroll 12/14-12/27/2019	202.80
12/27/2019	50068	Jimenez, Omar	payroll 12/14-12/27/2019	203.70
12/30/2019	To Print	Verizon Wireless	Wireless - Nov 2019	221.43
12/30/2019	23997	Killer Bee Pest Control	swarm traps	240.00
12/30/2019	23998	Lowe's	Maintenence Supplies	1,231.66
12/30/2019	23999	Colonial Life	Employee paid supplemental insurance	671.55
12/30/2019	24000	anderson Communication	2 way repeater service	60.00
12/30/2019	24001	Burtec Waste & Recycling Svcs	Trash Service	407.91
12/30/2019	24002	Wells Fargo / VISA	Company C/Card	333.12
12/30/2019	24003	County of Riverside	PS FINANCIALS	55.98
12/30/2019	24004	Verizon Wireless	wireless dec 2019	221.43
12/30/2019	24005	Chavos Pool Service & Repairs	Fountain service for: Dec 2019	200.00
12/30/2019	24006	SC Fuels	GAS	1,476.53
12/30/2019	24007	Pacific Lightwave Inc	monthly internet service for: 1/1-2/1/20	99.00

2:59 PM  
01/08/20  
Accrual Basis

As of January 3, 2020

Date	Num	Name	Memo	Credit
12/30/2019	24008	Whited Cemetery Service	Vaults	3,836.00
12/30/2019	24009	CARQUEST AUTO PARTS STORES	auto parts	13.66
12/31/2019	To Print	Wells Fargo Bank	BANK FEE	2.21
01/02/2020	24010	Koff & Associates	compensation report	4,031.00
01/02/2020	24011	Right Way Golf Cars	service to office golf carts	413.25
01/02/2020	24012	Wells Fargo / VISA	Company C/Card 4856 2002 2632 792	444.07
01/02/2020	24013	Whited Cemetery Service	Vaults	3,199.00
01/02/2020	24014	CMF Services, Inc.	water testing	250.00
01/03/2020	24015	California Assoc. of Public Cemeteries	62nd annual conference registration	458.00
Total 1010 - Cash-WF Checking				269,849.82
				<u>269,849.82</u>