

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
November 12, 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, November 12, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 8, 2019 by 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, Ernesto Rosales, John Rios and Marcos Coronel

Directors Absent: Judy Vossler (excused)

Add'l Participants: Lee Kestell, General Manager and Carlos Campos, District Counsel

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: None available

ADDITIONS TO THE AGENDA: None

OPEN SESSION

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

Items of General Consent:

- A) Board Minutes - Minutes for October 8, 2019
- B) Finance and Administration - Expenditures #23845-23897

Motion: Marcos Coronel

2ND: John Rios

Discussion: none

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

BOARD ACTION ITEMS

California Association of Public Cemeteries (CAPC) membership renewal for 2020

Motion: Marcos Coronel

2ND: John Rios

Discussion:

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

2020 CAPC Annual Meeting – Attendance by General Manager and Available Trustees

Date and location: Oxnard, CA February 2020

Motion: Marcos Coronel

2ND: Ernesto Rosales

Discussion: regarding cost- registration, hotel, travel expenses, number of attendees

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

California Special Districts Association (CSDA) membership renewal for 2020

Motion: Marcos Coronel

2ND: John Rios

Discussion: requirements, benefits, discounts, insurance costs,

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

INFORMATIONAL ITEMS: items presented to the Board for review.

GM Project List Update:

As per attachment 'A' attached hereto.

Recap of Dia de los Muertos Celebration: Huge success with the help of Director Ernesto Rosales. Final budget will be available at next meeting upon receipt of billing from Sheriff, South West (security) and Highway Patrol. Allowance of Alters and the additional lighting were a great addition to this year's event.

Trustee Ernesto Rosales' referenced questions and negative comments by other trustees that surfaced after the event. He reminded trustees of his voluntary non compensated and many hours he donated in securing equipment and stage talent. Further, he suggested that trustees be more involved from the front end to have a better understanding of the event. In an effort to curb non constructive criticism after the event.

COMMITTEE REPORTS: none available

CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Upon returning from closed session direction was given, however, there was no reportable action taken.

NEXT MEETING TIME, DATE AND LOCATION

Next scheduled meeting is: December 10, 2019, 8:00am, Cemetery Office.

BOARD/MANAGER COMMENTS:

Veterans Day services coordinated by VFW was a success with many in attendance.

Director Rosales offered to once again coordinate and provide food for this year's Employee Holiday Luncheon as he has done in the past.

Median landscaping, Budget for Veterans Wreath project managed by Ms. Susie Del Toro.

Lee Kestell advised the Board of his upcoming vacation.

Previous Discussion items to be added on the future Agendas:

- Mission Statement
- Website Retention Policy – Agenda & Minute Posting
- Board Compensation – Revision to number of meeting /Public Notification
- Holiday Schedule for Board Members
- Online Payment Processing
- English/Spanish Cemetery Policy

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:01 am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District
Approved 1/14/2020 Board Meeting

2019/2020 Fiscal Year Projects

Updated 11/5/19

Project:

Finish new Internment Area

		<u>Start Date</u>	<u>Completion Date</u>
All 4 grave corners	Stakes	When grass is full	4 weeks from start
Bermuda seed - slow growing	Grass	7/22/2019	Completed
Use palms - North, Ficus - West	Islands	TBD	TBD
Planting Oct. '19 thru Feb. '20	Trees	Now	Feb-20

New Software

GM Demoing software November 15	Cemsites	Proposal Reveived
Other cemeteris very unhappy w/ this software	Pontum	Demo'd Software

New Computers

Looking into Microsoft program for government agencies	Southwest	Proposal Received
3 desktops, 1 laptop, 1 server to replace old computers.	TBD	
	TBD	

Jew Streets and Curbs

District will go thru with a public works project.	Granite	Pulled from Agenda
GM, District Counsel and Supervisors office will work together on a plan moving forward	Gaylor	Until further notice
	AMS	

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	9,799.61
10/04/2019	To Print	cbiz	payroll taxes 9/21-10/4/2019	3,270.63
10/04/2019	50055	Gonzalez, Daniel	payroll 9/21-10/4/2019	202.80
10/04/2019	50056	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	Manuef'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	60.85
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 Vossier	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	282.48
10/18/2019	To Print	cbiz	employee direct deposit 10/5-10/18/2019	9,859.62
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 6892-61	150.00
10/18/2019	23868	Wells Fargo Advisors / IRA	employee paid fsa contribution 3597-3	23.08
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	Käler Bee Pest Control	Swarm Traps	240.00
10/18/2019	23873	FRONTIER	land lines	287.85
10/18/2019	23874	UD	pump, office, files, c.chapal, shop/foke	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	tot refund 11-01-sw 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	94.35
10/22/2019	23883	High Tech Irrigation	irrigation new unit	352.40
10/22/2019	23884	CARQUEST AUTO PARTS STORES	mowers	48.86
10/25/2019	23885	HV entertainment	staging/engineering	1,850.00
10/29/2019	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	69.91
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