

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
January 14, 2020**

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, January 14, 2020.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, January 10, 2020 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, Judy Vossler and Marcos Coronel

Directors Absent: None

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 Nov 12, 2019

B) Finance and Administration - Expenditures #23898-24015

Motion: Rios

2<sup>ND</sup>: Vossler

Discussion

Yes: Underwood, Rosales, Rios, Vossler

No: none

Absent: none

Abstain: Coronel

## **BOARD ACTION ITEMS**

### **Board Officer Elections**

**Upon receipt of 3 written requests of Trustees Vossler, Rios and Rosales a Motion to move forward with Interim Election for the reorganization of Board Trustees was announced**

Motion: Vossler

2<sup>ND</sup>: Rios

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

### **Board Officer Elections – Chair of the Board**

Elect Ernesto Rosales as Chair of the Board of Trustees

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

### **Board Officer Elections - Vice Chair of the Board**

Trustee Coronel Nominated Trustee J. Rios & Trustee B. Underwod – both declined

Trustee J. Rios nominated Trustee J. Vossler, who accepted the position.

Elect Judy Vossler as Vice Chair of the Board of Trustees

Motion: John Rios

2<sup>ND</sup>: Coronel

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

Trustee Coronel opened discussion regarding the rotation of Chair Position thus Direction was given by Trustees to Legal Counsel Carlos Campos to draft amendment to Bylaws to in order to clarify annual election process.

The Board thanked Bruce Underwood for his service as Trustee Chair.

## **ADJOURNMENT TO CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: General Manager

Employee organization: Unrepresented Employees

CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: General Counsel

Employee organization: General Manager, Unrepresented Employee

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)

One (1) potential case

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

We received direction on items 3.1 through 3.4 in closed session, but no reportable actions were taken

**BOARD ACTION ITEMS**

**Approval of Year End Performance Bonus for District employees.**

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: The December Board Meeting agenda item included the end of year employee performance evaluation compensation – the December meeting was subsequently cancelled.

The end of year performance compensation was not approved in December and carried over to January.

Trustee Vossler suggested staff be given additional \$50.00 for hardship and as a gesture of goodwill. Trustee Coronel suggested to use the credit/discount given to CVCPD from SDRMA for 5 year non-injury period thru workers compensation program.

2<sup>nd</sup> Motion: Coronel

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

Trustee Underwood excused himself from meeting due to prior commitment that the Board was previously notified of (11:19 a.m.)

**Approval of the Districts Conflict of Interest Code**

The conflict of interest code is generally completed every 2 years

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: none

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

### **Approval of new Cemetery Software and Hardware**

The current system, Burrows, was purchased in 2000. As it stands now the program will not be compatible with the required Windows update in 2020 thus requiring purchase of new cemetery software, Cemsites.

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: Interest from Money Market account thru Wells Fargo Advisors to be used to offset this expense

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

### **Approval of Districts 2018/2019 Auditor – David Farnsworth, CPA**

After months of deliberation Farnsworth CPA was selected as the 2018/2019 auditor

Motion: Coronel

2<sup>ND</sup>: Rios

Discussion

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

### **NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: February 11, 2020 - 8:00am, Cemetery Office.

### **BOARD/MANAGER COMMENTS:**

Trustee requested monthly updates on upcoming projects to be emailed to all Trustees.

### **Adjournment**

With no further business, Chairman Rosales adjourned the meeting at 11:30 am.

Respectfully Submitted,

*Kathryn Herrera*

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved at 2/11/2020 BOD Mtg