

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
February 11, 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, February 11, 2020.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, February 7, 2020 by 230 PM by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Ernesto Rosales called the meeting to order at 8:00 am, those in attendance were as follows:

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

Directors Absent: Marcos Coronel

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

Flag Salute

Moment of Silence

Public Comments: None available

ADDITIONS TO THE AGENDA: No additions were requested however a request from legal counsel to move closed session in order to accommodate a call in from Joe Ortiz, legal counsel of Best Best and Kreiger.

CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Five (5) potential cases

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)
Two (2) potential case

Direction was given on the items referenced above in closed session, however, no reportable action was taken.

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 – January 14, 2020
- B) Finance and Administration – Expenditures #23962-24076

Motion: J. Vossler

Discussion: Minutes to be corrected as follows:

page 3 of draft minutes – change jest to gesture and

page 2 of draft minutes add the succession of votes: Trustee Coronel Nominated Trustee J. Rios & Trustee B. Underwod – both declined, Trustee J. Rios nominated Trustee J. Vossler, who accepted the position.

2nd: J. Rios

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

BOARD ACTION ITEMS

Approval of General Managers Contract Amendment

1st amendment to the Employment Agreement between the Coachella Valley Public Cemetery District and Leland Kestell amending:

Section 4 - Compensation

Section F - Automobile allowance

Section G – Vacation

Motion: J. Rios

Discussion: Amendment shall be retroactive to July 1, 2019, date to which this agenda item originated.

2ND: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

The Board would like to thank Trustee Coronel for his effort in preparation of a salary table that was not acted upon.

Approval of Pay Raises and Rate Table for District Employees

Classification of Employment and Salary table marked Addendum A and attached hereto approved for posting to Cemetery Website as approved by SDRMA & CSDA. Approval of Salary increase to Cemetery office and maintenance Staff.

Motion: J. Rios

Discussion: Salary increase to be retroactive to July 1, 2019, date to which this agenda item originated.

2ND: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

Approval of Resolution 93 – Transfer Money from Investment Account to Local Account for Purchase of New Computers/Software

As per the previous month's (Jan. 2020) approval of the new Cemetery Software and Computers. Resolution 93 is the authority to transfer funds in the amount of \$75,000.00 from Wells Fargo Advisors Investment account to the Cemetery General Account to pay Invoices.

Motion: J. Rios

Discussion: GM Advised Trustees that Software is currently in production

2ND: B. Underwood

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

Freedom Flags for Family Donation

No action taken on agenda item.

Approval to Register for Future CSDA & CAPC 2020 Conference

Upcoming meetings: CAPC local area meeting to take place Mar. 18, 2020, Education/Area meetings, Annual Conferences, Special District Leadership Academy and more available to attend. Currently the General Manager and Trustee Underwood are scheduled to attend a future conference.

Motion: B. Underwood

Discussion: Some classes offer SDRMA Credit Incentive Points - Trustees and General Manager are encouraged to attend

2ND: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. 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

New internment area – Unit 13/14 North has been staked and approximately ¾ of the staking is complete, Bermuda seed slowly growing, all 30 trees for new unit have been delivered. Additionally, palms and donated cactus have been planted near the perimeter wall at the new unit. A Thank You note will be sent for the cactus donation.

Dia De Los Muertos Final Cost Report

Total expenses spent for event came in under budget – budget allocated was \$40,000.00 and total expenses totaled \$31,738. Discussion of the 2020 event will start within the next upcoming months.

Employee Handbook Update

Recommendation for Trustee J. Vossler to assume the role of Trustee M. Coronel due to lack of response.

Attorney Presentation – Form 700

A presentation by Dianna Valdez, Conflicts of Interest & Ethics Coordinator of Best, Best and Krieger was given on proper completion and filing of Form 700 – Statement of Economic Interest. Filing deadline for Officers and staff is April 1, 2020.

Trustee Ernesto Rosales excused himself at 10:00 am due to prior commitment. Trustee John Rosales excused himself at 10:50am due to prior commitment as well.

Adjournment

Meeting adjourned at 10:50am due to lack of quorum.

Next meeting date: Tentatively scheduled for March 10, 2020 – 8:00 am, Cemetery Office.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District
Approved 3/10/2020

ADDENDUM 'A'
BOD Meeting 2/11/2020

Coachella Valley Public Cemetery District
 Employees and Trustees
 Salary and Benefits

12-Feb-20

Classification	Annual Salary Range	Additional Benefits
District Manager	\$65,000-\$130,000	District provides the following benefits: * District contributes 100% of employees and dependants health insurance *District provides a monthly auto allowance *District contributes 6.75% of salary for retirement * District provides annual leave of 15 days for vacation and the state standard for sick days
Board of Trustees (5)	\$100 per meeting	The Board of Trustees do not receive benefits, such as health, dental, vision, auto allowance or retirement benefits.
Executive Assistant/Clerk of the Board	\$60,000-\$73,000	District provides the following benefits:
Maintenance Technician	\$37,000-\$45,000	* District contributes 100% of employees and dependants health insurance
Office Assistant	\$38,000- \$46,000	*District contributes 6.75% of salary for retirement or 7% for Classic members
Administration Supervisor	\$57,000-\$70,000	* District provides annual leave based on years of service, paid holidays and the state standard for sick days
Senior Maintenance Technician	\$54,000-\$66,000	