

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
March 10, 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, March 10, 2020.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, March 6, 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

ADDITIONS TO THE AGENDA: No additions were requested.

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 – Feb 11, 2020

B) Finance and Administration – Not Available for approval. General Manager reported that the Accountant is out on leave.

Motion: J. Rios

Discussion: Vice Chair Vossler reported that an email from Trustee Coronel requesting a change of wording as he felt existing verbiage to be misleading and intent to imply his support. Minutes to be corrected as follows:

page 2 of draft minutes – The Board would like to thank Trustee Coronel for his effort in preparation of a salary table that was not acted upon.

2nd: J. Vossler

Yes: E. Rosales, J. Vossler, B. Underwood, J. Rios

No: none

Absent: M. Coronel

Abstain: none

BOARD ACTION ITEMS

Approval of Vintage Associates Maintenance Contract price increase due to minimum wage increase

Staff report distributed; Email from Trustee Coronel dated Mar 9, 2020 10:51 a.m. distributed to Trustees and staff for review. Trustee Underwood's discussion regarding the process and timing for increasing of contractual rates and that he was not in favor of the process and needed more time to understand issues.

Legal Counsel and General Manager explained the 1,200.00 temporary monthly increase was due to the minimum wage law increase in January 2020. Why grave operators have historically been paid above minimum wage; staffing changes due to AB5; posting of proposed open positions; weed-eating 20,000 headstones by Easter, additional Vintage Associate workers for 300 hours at no charge, landscape maintenance contract due for RFP by June and temporary agreements with Vintage Associates until Districts implementation of new structure due to AB5.

Trustee Underwood asked about the recording device – the General Manager said the use of the cell phone has clear reception and is not an issue for G.M. or Clerk of the Board; he agreed to look into the matter.

Motion: J. Vossler

Discussion: motion to approve the Vintage Association Maintenance Contract Amendment, noting that the G.M. has email confirming the additional 300 hours will not be charged to the cemetery.

2ND: J. Rios

Yes: E. Rosales, J. Vossler, J. Rios

No: B. Underwood

Absent: M. Coronel

Abstain: none

Approval of Amended Bylaws

Legal Counsel explained that the revision to the Bylaws (B.3) is to clarify the election of officers will be conducted at the first meeting in December in order to take office in January.

Motion: B. Underwood

Discussion: none

2ND: J. Rios

Yes: E. Rosales, J. Vossler, B. Underwood, J. 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 Update:

The expansion space for 1,750 double adult graves is nearing completions, tree planting soon.

New software should be complete by the end of April. The new server is in process and will be ready.

Trustee Underwood asked about a Records Retention Policy. General Manager will forward a draft policy to legal counsel for legal revisions. Policy to be reviewed and approved prior to transferring computer records.

March 27, 2020 is the Sara Thomas Run/Walk fundraiser honoring a fallen firefighter; 75 participants expected. This annual event is hosted by her mother: Myra Flores at no cost to the Cemetery. Chair Rosales and Trustee Rios are familiar with the family.

New sign board in front of the office building for posting agendas, notices, etc. Looks nice; however, two agendas have been stolen already; security cameras are being reviewed. General Manager is pricing lockable glass cases.

General Manager reported he received notice the Riverside County Coroner will be on-site in the next 30-60 days to disinter two indigent graves John Doe 1975 and Jane Doe 1977, both cold cases, currently under investigation. The cost to the Coroner's Office will be discounted to hard costs of \$175 each.

Employee Handbook Update

Legal Counsel reported the revisions will be final for the April 2020 Board Meeting; currently in process with one more legal review regarding 2020 laws.

CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Three (3) potential cases

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)
Three (3) potential cases

Report from Closed Session: Initiation an internal investigation of a complaint; to be handled by a qualified third-party.

Board/General Manager Comments:

General Manager reported on the CAPC Annual Meeting in Oxnard, CA he attended last week; much discussion about AB5. March 2021 CAPC will be held in San Diego. General Manager paid his entry in the golf tournament and won.

Chair Rosales stated it is time to start planning for Dia de los Muertos. General Manager will start the budget process within the month. 2019 budget was \$40,000; actual expense was \$32,000. All thanked Chair Rosales for his efforts.

Adjournment

Meeting adjourned at 10:25 a.m.

Next meeting date: Tuesday, April 14, 2020 - 8:00 a.m. - Cemetery Office

Respectfully Submitted,
Lee Kestell, General Manager for Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District
Approved: 04/14/2020