

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
April 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, April 14, 2020. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was conducted via teleconference by Zoom.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, April 10, 2020 by 2:00 PM by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Ernesto Rosales called the meeting to order at 8:01 am, those in attendance were as follows:

Directors Present: Ernesto Rosales, Chair and Judy Vossler, Vice-Chair

Directors Present
Via Zoom: Bruce Underwood, John Rios and Marcos Coronel, Trustees

Directors Absent: None

Add'l Participants
Present: Lee Kestell, General Manager, and Kathryn Herrera, Clerk of the Board

Add'l Participants
via zoom: Carlos Campos, District Counsel

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA 7:04

The items in question would have to be approved by 3 of 5 members of the Board in order to be added to the agenda and acted upon.

Trustee Underwood and Trustee Coronel both requested items to be added to the agenda.

A vote to add and discuss the requested items of Trustee Underwood to the agenda: 2020 budget and PERS liability, COVID 19 decisions and implementations.

Motion: Underwood
2ND: Coronel
Discussion: Chair Rosales confirmed the items Trustee Underwood has for review will be make it on the next monthly agenda.
Yes: Underwood
No: Rosales, Vossler, Rios, Coronel
Absent: none
Abstain: none.
16:32

A vote to add and discuss the requested items of Trustee Coronel to the agenda: A memo presented to the General Manger pertaining to COVID 19 surge; Fees and stipends.

Motion: Coronel
2ND: Underwood
Discussion: memo presented to manager and attorney from Coronel after the April 2020 agenda was posted, Coronel suggested to add items to agenda and vote. Chair and Vice Chair recommended all members review the contents of the memo Coronel has brought forth and if so needed the Board can request a special emergency meeting to act on. 29:38
Yes: Coronel, Underwood
No: Rosales, Vossler, Rios
Absent: none
Abstain: none

OPEN SESSION

CONSENT CALENDAR

Items listed below that are considered routine, non-controversial and generally approved in a single motion. 30:53

BOARD MINUTES

Minutes for March 10, 2020

FINANCE AND ADMINISTRATION

Expenditures #24077-24124 (Feb 2020)

Expenditures #24125-24172 (Mar 2020)

Motion: Vossler 33:33
2ND: Rios
Discussion: Changes to minutes dated March 10, 2020 page 2, paragraph 2 are as follows:
AB% to AB5
3000 hours to 300 hours
Coronel discussion items were on the following: salary table and clarification on action, landscape increase and credit hours, status on software, disinterment requested by Riverside County Coroner be brought to Board for review (item was an information item

in March minutes only no action was ever taken), closed session reporting regarding internal investigation, 41:58

51:31 Additional questions by Coronel regarding Finance and Administration: Footnote comment on expenditures, Home Depot charges, procurement policy, Accountant contract, Auditor report, refund for headstones and policy, property tax payments, mechanic invoices,

Yes: Underwood, Rosales, Rios, Vossler, Coronel
No: none
Absent: none
Abstain: none

BOARD ACTION ITEMS

None to Report

INFORMATIONAL ITEMS

COVID 19 Update:

General Manager reports no slowdown in services or revenue, services continue to book, COVID 19 guidelines being followed by families with the help of funeral homes, public restrooms are being sanitized on a regular basis, office as well, outside service contractors and employees all wearing masks and gloves, grounds continue to be maintained and looks beautiful. Staff back to full-time status as of Monday April 20 2020,

GM Project list update:

General Manager reports new internment area (13 North) will be open and ready to sale after April 30, Software system delayed due to COVID 19, Water usage down compared to the 2 previous years.

CLOSED SESSION

No items. On record to report

BOARD/GENERAL MANAGER COMMENTS/QUESTIONS

Clarification on Pre-Need contract payments and hold on new contracts, employee's ability to work from home, COVID updates from County to all Board Members, emails/correspondence to be addressed internally and not include outside entities. 1:35:00

ADJOURNMENT

With no further business, Chairman Rosales adjourned the meeting at 9:44 am.

NEXT MEETING TIME, DATE AND LOCATION

Next scheduled meeting is: May 12, 2020 - 8:00 am, Cemetery Office.

Respectfully Submitted,
Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District

Approved: May 12, 2020 BOD Mtg