

BOARD OF TRUSTEES

Wayne Bowers
Joe Ceja
Marcos Coronel

COACHELLA VALLEY PUBLIC CEMETERY DISTRICT

LOCATION:

ADMINISTRATION BUILDING
DISTRICT OFFICE
82-925 AVENUE 52
COACHELLA, CA 92236

BOARD OF DIRECTORS

MEETING AGENDA

April 5, 2018
Thursday 8:00 AM

***Call me if this date
does not work
Bret 760-567-1398

CALL TO ORDER:

PUBLIC COMMENTS:

APPROVAL OF MINUTES: January 11, 2018

LEGISLATIVE MATTERS:

OTHER BUSINESS:

1. Investment Report
2. Staff and equipment update
3. Overview Audit 2017-2018
4. Request or Proposals (RFP) Maintenance contract - Labor
5. Request for Proposals (RFP) Installation of curbs and streets
6. Request for (RFP) Exterior wall and Administration building.
7. Discuss and possible service charge increase for fiscal year 2018-2019
8. Discuss and review budget 2018-2019
9. Discuss Security and proposals

DIRECTOR ITEMS: Discuss letters received from Cemetery Staff

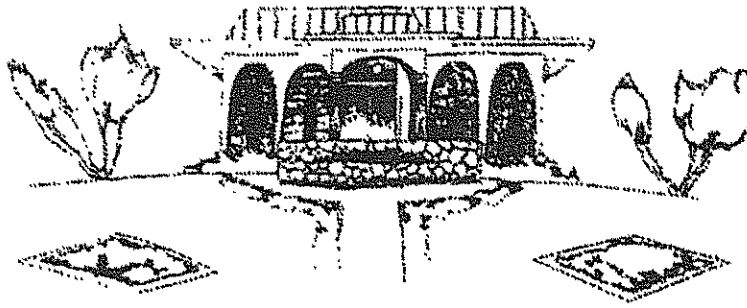
SAFETY REVIEW: N/A

APPROVAL OF EXPENDITURES:

#22679 through #22813

ADJOURNMENT:

THE BOARD MAY ADJOUR TO CLOSED SESSION TO DISCUSS MATTERS RELATED TO EXISTING OR PENDING LITIGATION PURSUANT TO CURRENT GOVERNMENT CODE.



BOARD OF TRUSTEES

Wayne Bowers
Joe Ceja
Marcos Coronel

COACHELLA VALLEY PUBLIC CEMETERY DISTRICT

LOCATION:

ADMINISTRATION BUILDING
DISTRICT OFFICE
82-925 AVENUE 52
COACHELLA, CA 92236

BOARD OF DIRECTORS

MEETING AGENDA

June 12, 2018
Thursday 8:00 AM

***Call me if this date
does not work
Bret 760-398-3221

CALL TO ORDER:

PUBLIC COMMENTS:

APPROVAL OF MINUTES: April 5, 2018

LEGISLATIVE MATTERS:

PUBLIC AGENDA

1. Present resolution #91 to increase Board from (3) three to (5) five members.
2. Discuss methods available for Trustee-Board training

DIRECTOR ITEMS:

SAFETY REVIEW: N/A

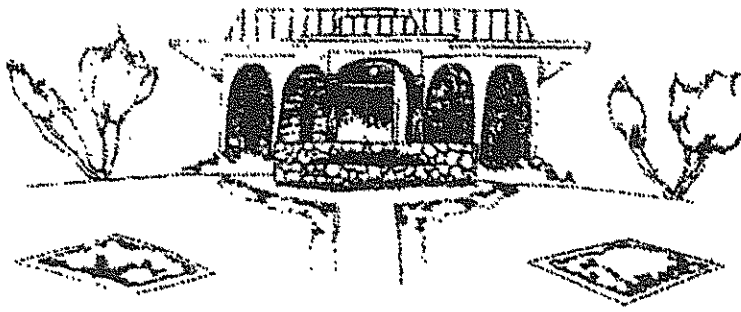
APPROVAL OF EXPENDITURES:

#22814 through #22871
#22872 through #22934

ADJOURNMENT:

Board to convene in closed session with Attorney Joe Ortiz to discuss Public Censure Procedure.

THE BOARD MAY ADJOUR TO CLOSED SESSION TO DISCUSS MATTERS RELATED TO EXISTING OR
PENDING LITIGATION PURSUANT TO CURRENT GOVERNMENT CODE.



BOARD OF TRUSTEES

Wayne Bowers
Joe Ceja
Marcos Coronel

COACHELLA VALLEY PUBLIC CEMETERY DISTRICT

LOCATION:

ADMINISTRATION BUILDING
DISTRICT OFFICE
82-925 AVENUE 52
COACHELLA, CA 92236

BOARD OF DIRECTORS

June 20, 2018
Wednesday 5:30 PM

***Call me if this date
does not work
Bret 760-398-3221

CALL TO ORDER:

PUBLIC COMMENTS:

APPROVAL OF MINUTES:

LEGISLATIVE MATTERS:

PUBLIC AGENDA

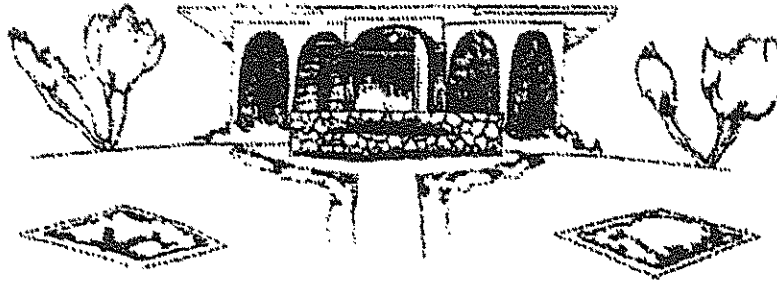
DIRECTOR ITEMS:

APPROVAL OF EXPENDITURES:

ADJOURNMENT:

CLOSED SESSION: CONFERENCE WITH LEGAL COUSEL -- TO DISCUSS GRAND JURY RECOMMENDATIONS

1. Public Employee Evaluation per Government Code 54957
Title: General Manager



**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA**

LOCATION:

ADMINISTRATION BUILDING
DISTRICT OFFICE
82925 Ave. 52
COACHELLA, CA 92236

Date:

Friday, July 20th, 2018

Time:

5:00 pm

BOARD MEMBERS:

Joe Ceja
Marcos Coronel Jr.

CALL TO ORDER:

PUBLIC COMMENTS:

APPROVAL OF MINUTES:

LEGISLATIVE MATTERS:

PUBLIC AGENDA:

1. Discussion on hiring a forensic accountant/auditor
2. Discussion on hiring a contract secretary who works directly for the Board of Trustees
3. Discussion of CalPERS questions regarding contract employees, retirement allowance
4. Discussion on housing benefits for District employees

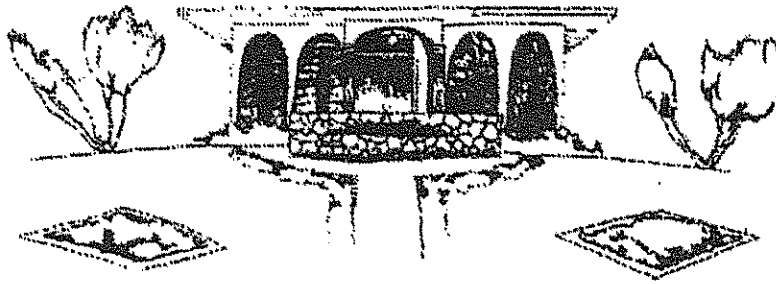
DIRECTOR ITEMS:

APPROVAL OF EXPENDITURES:

LEGAL:

CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Exposure to litigation pursuant to Government Code section 54956.9
Number of cases: 1

ADJOURNMENT:



**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA
Revised**

LOCATION:

ADMINISTRATION BUILDING
DISTRICT OFFICE
82925 Ave. 52
COACHELLA, CA 92236
and

Joe Ceja will phone/video
conference in from:

Date: August 24, 2018

Time: 8:00 am

BOARD MEMBERS:

Joe Ceja
Marcos Coronel Jr.
Ernesto Rosales
Dr. Bruce Underwood

Holiday Inn Express in Green River Utah
1845 E. Main Street
Green River, Utah 84525

CALL TO ORDER: Welcome new Trustees

PUBLIC COMMENTS: This is the time set aside for public comment on any matter not appearing on the agenda or any item on the public agenda. Please, limit your remarks to three (3) minutes, and if you wish, state your name and address for the record.

APPROVAL OF MINUTES:

Minutes from June 12, 2018
Minutes from June 20, 2018
Minutes from July 20, 2018

LEGISLATIVE MATTERS:

PUBLIC AGENDA:

1. Financial review
2. Legal review
3. Policy review
4. Check signing review
5. Procedures review
6. Payment to Trustees review
7. Succession planning review
8. Meeting Schedule Review
10. Special District meetings review
11. CA Cemetery District meetings review
12. Travel policy review
13. Standing Committees review
14. Executive Committee review
15. Grand Jury review
16. Censure Policy (Resolution 92)
17. Review RFP's for Website Development

9. Resolution Review

18. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Exposure to litigation pursuant to Government Code 54956.9
Number of cases: 1
19. PERSONNEL MATTERS – Employee Evaluation
Public employee performance evaluations pursuant to Government Code
section 54957
Position: General Manager

STAFF REPORTS:

1. Review letter regarding Pre-Need late fees.
2. Review Pre-need cancelations.

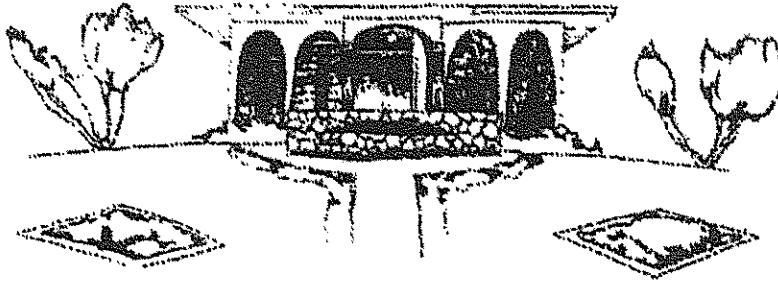
APPROVAL OF EXPENDITURES: #22935 through #23099

CLOSED SESSION:

LEGAL:

1. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Exposure to litigation pursuant to Government Code 54956.9
Number of cases: 1
2. PERSONNEL MATTERS – Employee Evaluation
Public employee performance evaluations pursuant to Government Code section 54957
Position: General Manager
3. Attorney Review

ADJOURNMENT:



**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA**

LOCATION:

LAW OFFICES OF
BEST, BEST AND KRIEGER
74760 HWY 111
INDIAN WELLS, CA 92210

Date: September 21, 2018

Time: 8:00 am

BOARD MEMBERS:

Joe Ceja
Marcos Coronel Jr.
John Rios
Ernesto Rosales
Dr. Bruce Underwood

CALL TO ORDER:

1. Roll Call
2. Pledge of Allegiance

REVIEW OF AGENDA:

PUBLIC COMMENTS: This is the time set aside for public comment on any matter not appearing on the agenda or any item on the public agenda. Please, limit your remarks to three (3) minutes, and if you wish, state your name and address for the record.

APPROVAL OF MINUTES:

Minutes from June 12, 2018
Minutes from June 20, 2018
Minutes from July 20, 2018
Minutes from August 24, 2018

PUBLIC AGENDA:

1. Oath of Office
2. Election of officers
3. New Board Member orientation
4. Mediator's Presentation
5. Review of invoice from Attorney
6. Discussion regarding Staff Secretaries on meeting days
7. Employee Paid Dental Insurance
8. Review RFP's for website
9. Legal Review

10. Policy Review
11. Meeting Schedule Review
12. Payment to Trustees Review
13. Establishment of committees
14. Presentation by Pat Spafford – Powell & Spafford, INC. (10:00am)
15. Presentation by Javier Carrillo – Teaman, Rameriz and Smith (10:00am)
16. Presentation by Sandra Wheeler – Wells Fargo Advisors (10:00am)

STAFF REPORTS:

CLOSED SESSION:

The Board may adjourn to closed session to discuss matters related to existing or pending litigation pursuant to current government code.

1. Personnel Matters – Employee Evaluation
Public employee performance evaluations pursuant to Government Code section 54957
Position: General Manager
2. Anticipated litigation – One pending claim
3. Attorney Review

LEGAL:

ADJOURNMENT:

Coachella Valley Cemetery District
Board Meeting
October 8, 2018
8:00 AM

Coachella Valley History Museum
82616 Miles Avenue
Indio, CA 92201

CALL TO ORDER:

Chair Underwood: _____ Vice-Chair Ceja: _____ Trustee Coronel: _____

Trustee Rios: _____ Trustee Rosales: _____

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Board Members may respond briefly or refer the communication to staff. The Board may also request the clerk to calendar an item related to your communication at a future Board meeting.

ADDITIONS TO THE AGENDA: Government Code section 54954.5(b)(2) provides "upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)"

AGENDA

1. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

1.1 Board Minutes

- a. Special Meeting – June 12, 2018
- b. Special Meeting – June 20, 2018
- c. Special Meeting – July 20, 2018
- d. Special Meeting – August 24, 2018

e. Special Meeting – September 21, 2018

1.2 Finance and Administration

a. Approval of Expenditures #23100 –

2. **BOARD ACTION ITEMS:** Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

2.1 Special District Leadership Program

Staff Recommendation:

Board Chair and management will present opportunities, as they arise, to achieve “District of Distinction” status.

2.2 Housing Policy Review

Staff Recommendation:

Review employee handbook, bylaws and housing policy to eliminate any conflicts of the documents.

2.3 Trustee Stipend Resolution

Staff Recommendation:

Resolution written by legal counsel.

2.4 Regular Meeting Time

Staff Recommendation:

Must amend bylaws if date and time are changed from current policy of:
Second Tuesday of the month at 8:00 am

2.5 Authorization to Recruit Clerk of Board Position

Staff Recommendation:

Approve recruitment for a part-time clerk of the board position.

2.6 Approval of General Manager Employment Contract

Staff Recommendation:

General Manager will review contract with his personal legal counsel prior to the next meeting of the Board.

2.7 CalPERS Special Consideration for former General Manager

Staff Recommendation:

Have District Counsel represent the District to have Special Considerations, approved by the Board in 2016, approved by CalPERS.

3. INFORMATIONAL ITEMS: Information items are non-action items presented to the Board for their information.

- 3.1 Media Coverage of New Board
- 3.2 Strategic Planning
- 3.3 New Trustee Orientation Training

4. COMMITTEE REPORTS

5. CLOSED SESSION ITEMS: The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

- 5.1 Personnel Matters – Employee Evaluation
Public employee performance evaluations pursuant to Government Code section 54957
Position: General Manager
- 5.2 Personnel Matters – Employee Evaluation
Public employee performance evaluations pursuant to Government Code section 54957
Position: District Attorney
- 5.3 Conference with Legal Counsel – Potential Litigation (One Case)
Potential litigation discussion with counsel pursuant to Government Code section 54956.9

6. STAFF REPORTS

- 6.1 Headstone damaged – Media coverage
- 6.2 Equipment Update – New canopy
- 6.3 SDRMA recognition

7. BOARD COMMENTS: Trustees may comment upon District events; provide reports on attended meetings and events; and suggest items for future Board consideration, among other things.

8. ADJOURNMENT

Any person with a disability who requires accommodations in order to participate in the meeting should telephone Leland Kestell at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place, on October 3, 2018.

Leland Kestell, General Manager

Coachella Valley Cemetery District
Board Meeting
November 13, 2018
8:00 AM

Coachella Valley Public Cemetery
District Office
82925 Avenue 52
Coachella, CA 92236

CALL TO ORDER:

Chair Underwood: _____ Vice-Chair Ceja: _____ Trustee Coronel: _____

Trustee Rios: _____ Trustee Rosales: _____

FLAG SALUTE

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AGENDA

1. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

1.1 Board Minutes

a. Special Meeting – October 8, 2018

- 1.2 Finance and Administration
 - a. Approval of Expenditures #23213 – 23270

2. BOARD ACTION ITEMS: Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

- 2.1 General Manager Contract
Staff Recommendation:
Recommendation is to approve.
- 2.2 Trustee Stipend Resolution
Staff Recommendation:
Recommendation is to approve.
- 2.3 Vacation/Sick pay to former General Manager
Staff Recommendation:
Recommendation is for the Board to consider their options.
- 2.4 Hiring of a Payroll Company
Staff Recommendation:
GM recommends hiring payroll company to take over from staff.
- 2.5 Approval of Request for Proposal (RFP) for Legal Services
Staff Recommendation:
Recommendation is to approve.

3. INFORMATIONAL ITEMS: Information items are non-action items presented to the Board for their information.

- 3.1 New Board Member Orientation
- 3.2 Review of District Legal Fees
- 3.3 CalPers Appeal – Nothing to report
- 3.4 Employee Housing

4. COMMITTEE REPORTS:

5. CLOSED SESSION ITEMS: The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

- 5.1 Conference with Legal Counsel – Potential Litigation (One Case)

Potential litigation discussion with counsel pursuant to Government Code section 54956.9

6. STAFF REPORTS

6.1 Día de los Muertos Report

7. BOARD COMMENTS: Trustees may comment upon District events; provide reports on attended meetings and events; and suggest items for future Board consideration, among other things.

8. ADJOURNMENT

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DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place, on October 3, 2018.

Leland Kestell, General Manager

Coachella Valley Public Cemetery District
Board Meeting
December 11, 2018
8:00 AM

Coachella Valley Public Cemetery
District Office
82925 Avenue 52
Coachella, CA 92236

CALL TO ORDER:

Chair Underwood: _____ Vice-Chair Ceja: _____ Trustee Coronel: _____
Trustee Rios: _____ Trustee Rosales: _____

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

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AGENDA

1. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

- 1.1 Board Minutes
Regular Meeting – November 13, 2018

1.2 Finance and Administration

- a. Approval of Expenditures #23271 to #23312
- b. Approval of General Managers mileage costs.

2. **BOARD ACTION ITEMS:** Prior to action of the Board, any member of the audience will have the opportunity to address the Board on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

2.1 2019 Holiday Schedule

Staff Recommendation:
Recommendation is to approve.

2.2 Longevity, Year-end Bonus

Staff Recommendation:
Recommendation is to approve.

2.3 Ethics Policy – Special District Requirement

Staff Recommendation:
Recommendation is to approve.

2.4 2019 CAPC Annual Meeting

Staff Recommendation:
Recommendation is to approve expenditures for the GM and any Board members who would like to attend the event.

2.5 Approval to form a committee to revise the Districts Employee Handbook and Bylaws, with input from District's legal counsel.

Staff Recommendation:
Recommendation is to approve.

2.6 Approval to move forward with publication of the District's Conflict of Interest Policy.

Staff Recommendation:
Recommendation is to approve the policy as written.

2.7 Approval for General Manager to move into House #1

Staff Recommendation:
Recommendation is to approve the GM to move into House #1 with the understanding that there may be changes to the housing policy in the future.

2.8 Appointing only the Chairman and Vice Chairman as the only check signers, removing all non-board officers as signers.

Staff Recommendation:
Recommendation is to have a discussion on the matter.

3. INFORMATIONAL ITEMS: Information items are non-action items presented to the Board for their information.

3.1 Proof of Publication – Trustee Stipend

4. COMMITTEE REPORTS:

5. CLOSED SESSION ITEMS: The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

6. STAFF REPORTS

6.1 Budget Update

7. BOARD COMMENTS: Trustees may comment upon District events; provide reports on attended meetings and events; and suggest items for future Board consideration, among other things.

8. ADJOURNMENT

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DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place, December 11, 2018.

Leland Kestell, General Manager