

Coachella Valley Public Cemetery District  
Board Meeting  
January 8, 2019  
8:00 AM

Coachella Valley Public Cemetery  
District Office  
82925 Avenue 52  
Coachella, CA 92236  
&  
Palo Verde Public Cemetery  
District Office  
343 West Tenth Ave.  
Blythe, CA 92225

\*Trustee Coronel will phone in from this location

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

- 3.1 CalPERS Presentation – Rod Wilkenson (8:00 a.m.)
- 3.2 Ben Guitron – Indio Police (8:30 a.m.)
- 3.3 Captain Misty Reynolds – Riverside County Sherriff (9:00 a.m.)

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 Discussion regarding Housing to District Employees.  
**Staff Recommendation:**  
Please refer to District Counsel memo.
- 2.2 Approval to put out a Request for Proposal for CPA services.  
**Staff Recommendation:**  
Recommendation from staff is to approve an RFP for monthly CPA services.
- 2.3 Budget Adjustment  
**Staff Recommendation:**  
Approve Budget adjustment that was a transposition error. See attached documents.

3. **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.

- 3.1 Board Minutes  
Regular Meeting – December 11, 2018
- 3.2 Finance and Administration
  - a. Approval of Expenditures #23319 to #23376

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 Carlos Arroyo – Mechanic
- 6.2 Review RFP's for District legal services.

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, January 8, 2019.

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Leland Kestell, General Manager

Coachella Valley Public Cemetery District  
Special Board Meeting  
January 25, 2019  
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**

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**AGENDA**

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

1.1 Presentation by Best Best and Krieger (8:00 a.m.)

1.2 Presentation by Slovak Baron Empey Murphy & Pinkney LLP (9:00 a.m.)

**2. 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).

2.1 Public Employee Employment

Title: General Counsel

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

3.1 Update on Employee Housing

**4. 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.

**5. 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, January 25, 2019.

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Leland Kestell, General Manager

Coachella Valley Cemetery District  
Board Meeting  
February 12, 2019  
8:00 AM

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

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_  
Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_

**FLAG SALUTE**

**MOMENT OF SILENCE**

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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 1/25/2019
    - b. Regular Meeting – 1/8/2019

- 1.2 Finance and Administration
  - a. Approval of Expenditures #23377 – 23429
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 Appointment of Board Officers  
**Staff Recommendation:**  
The Board must vote on the Vice-Chair position.
  - 2.2 Budget adjustments  
**Staff Recommendation:**  
Approve the adjustments to Fiscal year 2018/2019 Budget.
  - 2.3 Approve Kathryn Herrera to the position of Clerk of the Board and District Accountant with a raise in pay to reflect the added duties.  
**Staff Recommendation:**  
Approve Mrs. Herrera's promotion to Clerk of the Board and District Accountant with a raise to reflect her new position.
  - 2.4 CSDA Webinars – Authorization to purchase educational Webinars from CSDA
3. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Board for their information.
  - 3.1 Vector Control Report – General Manager
  - 3.2 Dia de los Muertos Report – Trustee Rosales
  - 3.3 Employee Handbook Update – District Counsel
  - 3.4 District Bylaws Update – District Counsel
  - 3.5 Compensation Survey – General Manager
  - 3.6 CalPERS share of cost implementation
  - 3.7 Capital improvement projects – General Manager
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 Public Employee Employment  
Title: General Counsel

6. **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.

7. **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 February 12, 2019.

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Leland Kestell, General Manager



Coachella Valley Public Cemetery District  
Special Board Meeting  
February 22, 2019  
12:00 p.m.

Coachella Valley Community Trust  
45149 Smurr Street, Suite A  
Indio, CA 92201

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Vice-Chair Coronel \_\_\_\_\_

Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_

**FLAG SALUTE**

**MOMENT OF SILENCE**

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**AGENDA**

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

1.1 Approve Job Description for Administrative Assistant/Clerk of the Board Position.

1.2 Approve Pay Scale for Administrative Assistant/Clerk of the Board Position.

**2. 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.

**3. 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, February 21, 2019.**

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Leland Kestell, General Manager

Coachella Valley Cemetery District  
Board Meeting  
March 12, 2019  
8:00 AM

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

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_  
Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_

**FLAG SALUTE**

**MOMENT OF SILENCE**

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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. Regular Meeting – February 12, 2019
    - b. Special Meeting – February 22, 2019

- 1.2 Finance and Administration
  - a. Approval of Expenditures #22430 -23491
  
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 Proposals for chain link fence for the new internment area and sprinkler purchase.  
**Staff Recommendation:**  
Approve Allen Fence company's proposal to install 201 feet of privacy chain link fencing to secure the new internment area of the cemetery. And to approve the quote from Hi-Tech Irrigation for sprinklers.
  - 2.2 CSDA Webinars – Authorization to purchase educational Webinars from CSDA.  
**Staff Recommendation:**  
Approve additional funds for CSDA training to satisfy the Grand Jury's recommendations for more training.
  - 2.3 Approve RFP for Employee Compensation Study.  
**Staff Recommendation:**  
Approve going out to RFP for a comprehensive Compensation Study.
  - 2.4 Approve the creation of a standing Executive Committee.  
**Staff Recommendation:**  
Approve the creation of an Executive Committee.
  - 2.5 Hiring a forensic auditor to look at past audits and expenditures.  
**Staff Recommendation:**  
Discuss costs and reasons for hiring a forensic auditor.
  - 2.6 Approve Job Description for Administrative Assistant/Clerk of the Board Position.  
**Staff Recommendation:**  
Approve the Job Description for the Administrative Assistant/Clerk of the Board position that was discussed and voted on at the February 22, 2019 Special Meeting.
  - 2.7 Approve Trustee training for Required AB 1234 and Sexual harassment.  
**Staff Recommendation:**  
Approve training as required by the State of California and Grand Jury.
  
3. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Board for their information.
  - 3.1 Employee Housing Update
  - 3.2 Set up Trustee Emails
  - 3.3 Trustee Business Cards

- 3.4 Trustee Pictures
- 3.5 ACO Projects Update
- 3.6 Review Contract terms With Best Best and Krieger

**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 Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation, pursuant to Government Code Section 54956.9(d)(4)  
One (1) potential case.

- 6. 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.

**7. 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, March 8, 2019.

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Leland Kestell, General Manager

Coachella Valley Cemetery District  
Board Meeting  
June 28, 2019  
8:00 AM

Coachella Valley Public Cemetery  
Location:  
Best, Best & Krieger  
74760 Hwy 111, Suite 200  
Indian Wells, CA 92210

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_ Trustee Vossler: \_\_\_\_\_

**FLAG SALUTE  
MOMENT OF SILENCE**

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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. Regular Meeting - March 12, 2019
    - b. Executive Committee Meeting – March 22, 2019
    - c. Executive Committee Meeting – May 3, 2019

d. Regular Meeting – May 14, 2019

- 1.2 Finance and Administration
  - a. Approval of Expenditures #23575 - 23655

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 Election of Board Officers
- 2.2 Budget Approval
- 2.3 General Manager contract amendment – Housing
- 2.4 Selection of District Auditor
- 2.5 Cost of Living Adjustment to all Full Time Employees
- 2.6 Approve funds for updated sign at Cemetery entrance
- 2.7 Approve Local Preferences Policy

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

- 3.1 Vector Control General Manager – Update on mosquitos at Cemetery
- 3.2 Bylaws Update
- 3.3 Employee Handbook Update

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. **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.

7. **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, June 25, 2019.

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Leland Kestell, General Manager

# Agenda

Coachella Valley Public Cemetery District  
Board of Trustees Meeting  
August 13, 2019

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

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_ Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_ Trustee Rosales: \_\_\_\_\_ Trustee Vossler: \_\_\_\_\_

**FLAG SALUTE  
MOMENT OF SILENCE**

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## AGENDA

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

Special Guest Speaker:

**The District would like to welcome Jeremy Wittie – General Manager of the Coachella Valley Mosquito and Vector Control District.**

- 1.1 Compensation Study – Update
- 1.2 Discuss Clerk of the Board position
- 1.3 Housing
  
2. **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).
  - 2.1 Personnel Matters – Employee Evaluation  
Public employee performance evaluations pursuant to Government Code section 54957  
Position: General Manager
  
3. **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.
  - 3.1 Board Minutes
    - a. Regular Meeting – June 28, 2019
  - 3.2 Finance and Administration
    - a. Approval of Expenditures #23656 - 23731
  
4. **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.
  - 4.1 General Manager Contract Amendment
  - 4.2 Discuss what monies are to be used for major street repair project.
  - 4.3 Approval for winter seed purchase.
  - 4.4 Selection of District Auditor.
  - 4.5 Approval to Purchase 2 new utility vehicles
  - 4.6 Approval to write off delinquent Pre-Need contracts
  - 4.7 Discuss Board of Trustees meeting place and time.

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

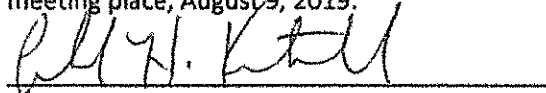
- 5.1 Dia de los Muertos - Update
- 5.2 Bylaws - Update
- 5.3 Employee Handbook – Update
- 5.4 General Manager report from General Managers CSDA Conference
- 5.5 Board Chair report from CSDA Napa Conference
- 5.6 G.M.'s Project List

6. **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.

7. **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, August 9, 2019.



Leland Kestell, General Manager

# Meeting Agenda

Coachella Valley Public Cemetery District  
Board of Trustees Meeting  
September 10, 2019 - 8:00 a.m.

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

## CALL TO ORDER:

Chair Underwood: \_\_\_\_\_

Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_

Trustee Rosales: \_\_\_\_\_

Trustee Vossler: \_\_\_\_\_

## FLAG SALUTE

## MOMENT OF SILENCE

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**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. **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).
  - 1.1 Personnel Matters – Employee Evaluation  
Public employee performance evaluations pursuant to Government Code section 54957  
Position: General Manager
  - 1.2 CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representative(s): General Manager  
Unrepresented Employee: General Manager

2. **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.
  - 2.1 Board Minutes
    - a. Regular Meeting – August 13, 2019
    - b. Regular Meeting – May 14, 2019
  - 2.2 Finance and Administration
    - a. Approval of Expenditures #23732 – #23782
3. **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.
  - 3.1 Selection of District Auditor
  - 3.2 Approval of District Bylaws
  - 3.3 Approval of District Employee Handbook
  - 3.4 Dia de los Muertos Budget
4. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Board for their information.
  - 4.1 G.M.'s Project List
  - 4.2 Discuss meeting time, date and location
5. **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.
6. **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, September 7, 2019.

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Leland Kestell, General Manager

Coachella Valley Cemetery District  
Board Meeting  
October 8, 2019  
8:00 AM

**CALL TO ORDER:**

Chair Underwood: \_\_\_\_\_

Trustee Coronel: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_

Trustee Rosales: \_\_\_\_\_

Trustee Vossler: \_\_\_\_\_

**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. Regular Meeting – September 10, 2019
  - 1.2 Finance and Administration
    - a. Approval of Expenditures Check Nos. #23783 – 23844

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 Membership in Special District Association – Riverside County.

2.2 Bids for street project.

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

3.1 GM Project List Update.

3.2 Compensation Study Update.

3.3 Dia de los Muertos Budget Update.

3.4 Employee Housing Update.

3.5 District Employee Handbook Update.

3.6 Districts procurement policy.

3.7 Board Meeting, Date, Time & Location.

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. **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.

7. **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, October 4, 2019.

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Leland Kestell, General Manager

Coachella Valley Cemetery District  
Board Meeting  
November 12, 2019  
8:00 AM

**CALL TO ORDER**

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT:** 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. Regular Meeting – October 8, 2019
  - 1.2 Finance and Administration
    - a. Approval of Expenditures Check Nos. #23845 – 23897
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 Approval to renew California Association of Public Cemeteries (CAPC) membership for 2020.
  - 2.2 Approval for General Manager and any available Trustees to attend the 2020 CAPC Annual Meeting.
  - 2.3 Approval to Renew California Special Districts Association (CSDA) membership for 2020.

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

3.1 GM Project List Update.

3.2 Recap of Dia de los Muertos Celebration.

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 LABOR NEGOTIATORS:

Agency designated representatives: General Manager

Employee organization: Unrepresented Employees

5.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Two (2) potential case

5.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Two (2) potential case

6. **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.

7. **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, November 8, 2019.

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Leland Kestell, General Manager