

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
July 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, July 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, July 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, Judy Vossler, Vice-Chair, and John Rios, Trustee

Directors Present via Zoom: Trustees Marcos Coronel Bruce Underwood

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 with Best, Best & Kreiger

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

Susie Del Toro was present and requested an update on the security issue that was addressed on the June 2020 agenda. Ms. Del Toro is seeking ordinances, security, signage etc. the board listened her concerns and advised her that they were still exploring the issue.

No further comments were brought forth.

**ADDITIONS TO THE AGENDA**

**The Board convened to closed session to address one item on 4.1 of Closed session – the balance of items of 4.1 and item 4.2 would be addressed as listed per the agenda**

**CLOSED SESSION**

4.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

One (1) potential cases

No reportable actions were taken in closed session on item 4.1

**CONSENT CALENDAR – Board Minutes and Finance and Administration**

**BOARD MINUTES**

Regular meeting – June 9, 2020

The minutes were tabled for revision until the next Board Meeting.

**FINANCE AND ADMINISTRATION**

Expenditures # 24304 – 24329

Motion: Coronel

2ND: Vossler

Discussion: Coronel commented on the expenses with the tire vendor

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Absent: none

Abstain: none

\*\*Motion carries

**BOARD ACTION ITEMS**

Procurement Policy Approval

Craig Hayes, of the public contracting division within Best Best & Krieger presented the Purchasing & Contracting Policy and Procedures Guide that would take place of the current policy in effect since 2011 and defined the policy and procedures for purchasing of supplies and equipment, maintenance work, and professional services in public works. The board had their questions clarified and their suggestions noted for more fine tuning of the policy.

Motion: Coronel – Motioned to approve the revisions requested of the procurement policy and resubmit for review and the next scheduled board meeting.

2ND: Rios

Discussion:

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Absent: none

Abstain: none

\*\*Motion carries to revise and resubmit

Credit Card Policy Approval

Carlos Campos, legal counsel of Best Best & Krieger briefed the board on the Credit Card Use Policy presented and dated July 14, 2020 Resolution no. 95

Motion: Coronel

2ND: Vossler

Discussion: Policy effective immediately and employee acknowledgements to be on file.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Absent: none

Abstain: none

\*\*Motion carries to approve Resolution no. 95 to adopt the credit card use policy

### Bio Clean/Estella's Cleaning Services Approval

The proposed work is to contract both Bio Clean Services and Estella's Cleaning services to disinfect and clean the District Office, public restrooms, and employee breakroom to disinfect all areas where staff and members of the public frequent as a result of the Covid-19 pandemic.

Motion: Coronel, motion to engage in contract not to exceed 10,000.00

2ND: Rios

Discussion: Coronel questioned number of services needed in a week, Underwood asked if other bids were submitted, if other options were looked into due to Covid, \$10,000.00 contract

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Absent: none

Abstain: none

\*\*Motion carries to approve a contract not to exceed \$10,000.00 for cleaning services

### CAPC/BB&K Article

Brief discussion led by Underwood – no action taken

### Cost of Living Raises

Kestell proposed a 3% cost of living increase to all 5 District employees for the new fiscal year 2020/2021.

Motion: Coronel - to deny the Cost of Living Increase for time being until the staff can review the previous records and bring back to board for review

2ND: Underwood

Discussion: Board members would like clarification and to review the verbiage used going back to approval process of wages

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Absent: none

Abstain: none

\*\*Motion carries to deny COLA until further research by staff and board

## INFORMATIONAL ITEMS

### GENERAL MANAGER UPDATE

As of July 9, 2020, 106 Covid related deaths for burial of record, the cemetery has had 88 burials in the course of 6 weeks, staff is extremely busy, as of June 2020 the office revenue for burials was \$139,700.00. The cemetery continues to conduct business as usual while social distancing and allowing up to 10 people at a graveside service and up to 100 people nearby. The Board requested the general manger document the implemented employee safety procedures related to this pandemic. Additionally, the board suggested Kestell explore the addition of staff as needed during this pandemic.

### AUGUST MEETING

The Board discussed the August board meeting – options were to go dark that month or change the date of the meeting. Role call as follows:

No Meeting in August: Rios, Rosales and Vossler

Meeting in August at a later date in month - Coronel and Underwood

Chair Rosales left the meeting at 11:01 am, he advised the general manger and co-chair of his departure time prior to the meeting starting.

**GENERAL COUNSEL UPDATE**

Campos of BBK advised the Board that he had nothing to report

**ADJOURNMENT**

Motion: Coronel - Motion to adjourn meeting in order to give chairman the full opportunity to participate in discussions to be had

2ND: Underwood

Discussion:

Yes: Coronel, Rios, Underwood, Vossler

No: none

Absent: Rosales

Abstain: none

\*\*Motion carries meeting adjourned at 11:05AM

**\*\*Due to adjournment the following items were not reviewed. \*\***

**CLOSED SESSION**

4.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Four (4) potential cases

**CLOSED SESSION – issue not reviewed as the board motioned to adjourn**

4.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Four (4) potential case

**NEXT MEETING TIME, DATE AND LOCATION**

September 8, 2020

Respectfully Submitted,

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved: 09/15/2020 BOD Mtg