

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Special Board Meeting
September 15, 2020
8:00 AM**

A Special 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, September 15, 2020. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was conducted via teleconference by Zoom.us Meeting ID 818-4105-1745, Password: 659532

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, September 11, 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 8:03 am, those in attendance were as follows:

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

Directors Present via Zoom: Trustee Bruce Underwood

Directors Absent: Trustee Marcos Coronel

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

Add'l Participants via zoom for Special Presentation: Craig Hayes, Joe Ortiz Isabel Safie

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: Bruce Underwood commented, as a member of the public, on the procedure for posting the agenda due to the fact that the previous September 2020 meeting had to be rescheduled due to posting issues, General Manager Kestell advised him of implementation procedures.

ADDITIONS TO THE AGENDA: no additions

Board convened to closed session at 8:07 a.m. for the purpose listed below:

CLOSED SESSION

1.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Four (4) potential cases

1.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Six (6) potential case

1.3 Public Employee Evaluation

Title: General Manager

Board adjourned closed session at 10:30 a.m.

Action from closed session reported via Carlos Campos, legal Counsel with Best Best and Krieger:
With regards to items 1.1 & 1.2 of closed session agenda items the board reviewed and approved investigation report based on a 4-0 vote that authorized district general counsel to provide notice of investigation completion to affected parties.

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.

BOARD MINUTES AND FINANCE AND ADMINISTRATION

BOARD MINUTES

Regular Meeting – June 9, 2020

Regular Meeting – July 10, 2020

FINANCE AND ADMINISTRATION

Approval of Expenditures Check Nos. #24330 – 24435

Investment Report

Motion: Rios motioned to approve the Consent Calendar – Items 2.1, 2.2, and 2.3 consisting of Board Minutes (2), expenditures and investment report

2ND: Vossler

Discussion: None

Yes: Rios, Rosales, Underwood, Vossler

No: None

Absent: Coronel

Abstain: None

**Motion carries

BOARD ACTION ITEMS

3.1 Approval For Winter Ryegrass Seed Purchase

General Manager reported overseeding is coming up, 3 bids obtained all for Three Way Blend which has done very well and responds to soil. The seed will be spread mid-October due to weather conditions and the fact that there will be no event hosted by the Cemetery for Dia De Los Muertos. The three proposals submitted were from Harrell’s, Simplot, and Smith Pipe.

Motion: Rios motioned to approve the submitted proposal from Harrel's Desert Fairway Blend.
2nd: Vossler
Discussion: Board members discussed submitting companies knowledge of what blends were specifically requested for proposal process.
Yes: Rios, Rosales, Underwood, Vossler
No: None
Absent: Coronel
Abstain: None
**Motion carries

3.2 Approval of Tree trimming proposal

General Manager reported that the District has almost 400 trees on property, some of the trees are 80 plus years old. This year a majority of trees need to be thinned out for safety and health of the trees and turf. The best time for trimming is while the water is cut back in preparation of overseed as to not damage the new turf. Two prevailing wage proposals submitted were from Union Tree & West Coast Arborists, Inc.

Motion: Rios motioned to approve the proposal submitted by Union Tree
2nd: Vossler
Discussion: Trustees discussed credit listed on proposal and Vendor parking from Union Tree
Yes: Rios, Rosales, Vossler
No: Underwood
Absent: Coronel
Abstain: None
**Motion carries

3.3 Approval: RFP for Investment Providers.

General Manager advised the board that our Investment account representative moved on some time ago and the replacement representative has now done so too, at this point it would be a good idea to proceed with a RFP for an Investment Provider.

Motion: Underwood motioned to proceed with RFP process
2nd: Rios
Discussion: Trustees would like to look into local providers as well for servicing needs
Yes: Rios, Rosales, Underwood, Vossler
No: None
Absent: Coronel
Abstain: None
**Motion carries

3.4 Approval of Records and Retention Policy – Resolution 96

Carlos Campos, Legal Counsel with Best Best & Krieger proposed District Records Retention Schedule that provides guidelines to comply with the necessary legal requirements for retaining the District's records. Currently it is best practice to have in place as the District currently does not have one. The Records Retention Schedule details the legal retention period for specific records maintained by the District and includes references to statutes which establish those periods. All retention periods in the Schedule for this policy comply with current State and Federal legal requirements.

Staff recommends that the District approve the proposed resolution adopting the Records Retention Schedule for the District.

Motion: Underwood motioned to adopt the policy for record retention
2nd: Vossler
Discussion: Trustees discussed and clarified the schedule attached to the policy
Yes: Rios, Rosales, Underwood, Vossler
No: none
Absent: Coronel
Abstain: None
**Motion carries

3.5 Approval of Revised Purchasing and Contracting Policy – Resolution 97

Craig Hayes, Legal Counsel with Best Best & Krieger recommended that the District’s Trustees adopt the resolution for Purchasing & Contracting Policy and Procedures Guide.

The Revised Guide will establish efficient policies and procedures for the procurement of public works projects, general services, professional services, maintenance services, and materials, supplies, and equipment at the lowest possible cost commensurate with quality and need. Such policies and procedures shall clearly define authority for the purchasing function and shall ensure compliance with all applicable laws in a professional and ethical manner.

Motion: Vossler, motion for Approval of Revised Purchasing and Contracting Policy
2nd: Rios
Discussion: Trustees requested clarification from Hayes regarding item 8 – Disposition of Surplus Goods.
Yes: Rios, Rosales, Underwood, Vossler
No: None
Absent: Coronel
Abstain: None
**Motion carries

3.6 Approval: RFP for Cemetery street repair/replacement.

General manager is requesting Trustee approval and authorization for Attorney and GM to proceed with prepping RFP for street and curbing repair. A budget was previously approved however the project was placed on hold due to the fact that the job had to be a prevailing wage project and drafted accordingly.

Motion: Underwood
2nd: Rios
Discussion: None
Yes: Rios, Rosales, Underwood, Vossler
No: None
Absent: Coronel
Abstain: None
**Motion carries

INFORMATIONAL ITEMS

4.1 General Manager Update

Kestell reported that the Cemetery has conducted 197 burials to date for this fiscal year alone, last fiscal year at this time the Cemetery had 75 burials. The County reporting for COVID information has become not as frequent as

previous weeks.

4.2 Dia de los Muertos Update

2020 Dia De Los Muertos event will not be held as previously discussed and budgeted for the fact that Riverside County will not issue permits due to COVID-19. The Cemetery will contract with Sheriff Department for enforcement of crowd control, rules and operating hours. Sheriff will be on property for 3 days and gates will close at 3 p.m. On Monday, the day of the originally planned event, the Sheriff Department will enforce all cemetery rules, parking and close at 3 p.m. as well. The Cemetery will release a public statement/press release to advise public in advance and Trustees will formally approve restrictions and budget at next board meeting.

BOARD UPDATES/COMMENTS

Trustees to consider for future planning a long-term master plan for the Cemetery.

FUTURE AGENDA ITEMS:

Vendor Parking

Budget for Sheriff for DDLM

Enforcement of rules by Sheriff

ADJOURNMENT

Meeting adjourned at 11:35 p.m.

NEXT MEETING TIME, DATE AND LOCATION

Next regular scheduled meeting is: October 13, 2020 - 8:00 am, Cemetery Office.

Respectfully Submitted,

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved: October 13, 2020 BOD Mtg