

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
November 10, 2020**

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, November 10, 2020 at 8:00 a.m. 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, November 6, 2020 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:

Trustees Present: Ernesto Rosales, Chair, Judy Vossler, Vice-Chair, Trustees John Rios and Bruce Underwood

Trustees Present via Zoom: Trustees Marcos Coronel\*\* (Joined in person for Closed Session)

Trustees Absent: None

Add'l Participants present: 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 with Freedom Flags for Families requested new flags for the Memorial Wall, she also informed the Trustees that she will not be putting up wreaths this upcoming Memorial Day. Chair Rosales reported that new flags had been purchased and will be installed soon, and the security signs were removed as they were erroneously installed and will be reinstalled very soon.

**ADDITIONS TO THE AGENDA: to add item**

2.5 Subcommittee Formation - Potential Indio Annexation  
2.6 Cemetery walk-through with Board of Trustees  
Motion: Underwood – motion to add the items as requested  
2ND: Vossler  
Discussion: None  
Yes: Coronel, Rios, Rosales, Underwood, Vossler  
No: None  
Absent: None  
Abstain: None

**\*\*Motion carries**

**CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION**

**1.1 BOARD MINUTES**

Regular Meeting – October 13, 2020

Special Meeting – October 24, 2020

**1.2 FINANCE AND ADMINISTRATION**

Expenditures #24530- 24598

Motion: Coronel – Motion to approve the entire consent calendar items 1.1 and 1.2 per agenda

2ND: Vossler

Discussion: None

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion carries**

**BOARD ACTION ITEMS**

**2.1 Professional Audit Services Proposal 2019/2020 year (fiscal year end 6/30/2020)**

Motion: Coronel - Motion to approve 2019/2020 audit proposal from David Farnsworth, CPA

2ND: Underwood

Discussion: Approve contract for audit services for 1 year as per standard District Contract to be provided by Legal Counsel – Best Best & Krieger

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion carries**

**2.2 December 2020 Board Meeting – Request to Go Dark**

Motion: Vossler – Motion to go dark in the month of December 2020 – if any pressing items arise the BOD will schedule an emergency meeting.

2ND: Coronel

Discussion: Trustee Underwood stated that he would rather the BOD have a meeting in December as there are many items that need attention. Trustee Vossler added that the committees can still gather as needed and report at the next scheduled meeting. The Board agreed if any pressing matters should arise, a special meeting can be scheduled.

Yes: Coronel, Rios, Rosales, Vossler

No: Underwood

Absent: None

Abstain: None

**\*\*Motion carries**

### 2.3 2021 Trustee Appointment

Motion: Coronel – Motion to leave Board positions as they currently stand:

**Ernesto Rosales: Chair**  
**Judy Vossler: Co-Chair**  
**Marcos Coronel: Trustee**  
**John Rios: Trustee**  
**Bruce Underwood: Trustee**

2ND: Underwood

Discussion: The wording listed on the agenda was misleading; Trustee Appointment is done so by the County Supervisor; This agenda item is to appoint Trustee office positions. Trustees also agree to consider adding a position for Secretary/Treasurer as an agenda item in the future.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion carries**

### 2.4 Employee Appreciation Incentive

Last year the Board was able to approve an incentive during the Holiday to employees that came from a rebate of the Workers Compensation Program. The Rebate was divided between employees. Rosales indicated that the employees have worked through the pandemic with added health risks and work load. Coronel is not in favor of a bonus to public employees and would prefer to give an added floating holiday. Rios is okay with paying out an incentive this year and get Legal Counsel for future incentives. Underwood asked if the Cemetery would again receive a rebate from SDRMA. Vossler agrees that the employees should receive a dollar amount and is okay with referring to it as a Holiday Incentive.

Motion: Coronel - Motion to provide an incentive to full time employees in the amount of \$250.00 and weekend employees would not be eligible for the incentive. In the future a policy will be brought forth by Legal Counsel

2ND: Vossler

Discussion: As per listed above.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion carries**

### 2.5 Subcommittee Formation - Potential Indio Annexation

Creation of subcommittee to explore the Local Agency Commission for annexation with/through City and LAFCO

Motion: Vossler – Motion to create a committee with the help of Legal Counsel due to the fact that the cities of Indio, Coachella and La Quinta are interested in annexation. The annexation must go through LAFCO which is starting to do reviews that could potentially change boundaries. All information obtained is to be brought back to the BOD for review - The committee formed is to include Rosales and Coronel and will serve for fact finding only.

2ND: Underwood  
Discussion: as per above motion  
Yes: Coronel, Rios, Rosales, Underwood, Vossler  
No: None  
Absent: None  
Abstain: None

**\*\*Motion carries**

### **2.6 Cemetery Walk Through\*\***

The board, with the exception of Rios, went on a tour of the cemetery at 10:22 am (as noted below) upon returning at 11:44am. No action to report.

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

### **3.1 Dia De Los Muertos 2020 Update**

Rosales reported that all went well with the virtual event, the gates were manually controlled by maintenance employees. SR Media reported to Rosales that the virtual event received over 390 views. Coronel was happy with the services provided by SR Media. Vossler thanked Rosales for carrying out the event.

### **3.2 Veterans Day Information – November 11**

New flags will be installed at the Veterans Memorial. The Cemetery database now has the feature to keep track of Veteran burials if the family provides such information. The American Legion will host a private event that will be scaled down this year due to COVID-19 pandemic.

### **3.3 Security/Camera update from Chair Rosales/Trustee Coronel (Susie Del Toro/ Freedom Flags for Families)**

Email request for proposals were sent to Boyd Security, Big Sky Gate, Dem Boys – Interaccess System to explore options for video security at burial locations, maintenance shop, pump area and cemetery houses – the proposals will be brought forth to the Board for review once received.

### **3.4 Wells Fargo Investment Account Information**

The information presented in the board packet was for informational purposes only. The information presented listed the contact information for the new account representative with Wells Fargo Investments. As per attachment A

### **3.5 CALPERS – California Employers Pension - Prefunding Account Information**

The information presented in the board packet was for informational purposes only, direction requested from Legal Counsel. As per attachment B

### **3.6 District Distinction Certification**

Underwood to provide further information to fellow Trustees.

### 3.7 Cemetery Office Holiday Schedule

The list provided to BOD will be revisited, once approved it will be of record as attachment to minutes.

Closed Session convened at 9:40am - present were: Coronel\*, Rios, Rosales, Underwood, Vossler for the purposes noted below:

#### CLOSED SESSION

- 4.1 PUBLIC EMPLOYEE APPOINTMENT  
Title: General Manager
- 4.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation, Pursuant to Government Code Section 54956.9 (4)  
Three (3) Potential Cases
- 4.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation, pursuant to Government Code Section 54956.9 (d)(2)/(e)(1)  
Three (3) Potential Cases

#### ADJOURNMENT OF CLOSED SESSION

Reconvene to open session 10:17 am

Attorney Carlos Campos reported:

- Separation Agreement between the Coachella Valley Public Cemetery District (CVPCD) and General Manager Leland Kestell was signed and finalized; Additionally, a subcommittee has been formed to hire a new General Manager.
- PEPRAs issues were reviewed and the BOD came to a unanimous decision that the CVPCD will waive the repayment program from the two current fulltime office employees.

BOD retreated to Cemetery tour on golf cart at 10:22 am (Item 2.6 of Board Action Items) \*\*

BOD returned from walk through at 11:44 am Attorney Carlos Campos: No reportable action taken

BOD will convene to closed session for urgency item:

Motion: Coronel – Motion to convene to Closed Session to review urgency item  
2ND: Vossler  
Discussion: None  
Yes: Coronel, Rosales, Underwood, Vossler  
No: None  
Absent: Rios  
Abstain: None

**\*\*Motion carries**

**CLOSED SESSION – 11:48 am**

**ADJOURNMENT OF CLOSED SESSION - 12:17 pm**

Reconvene to open session 12:22 pm

Attorney Carlos Campos: No reportable action taken, direction given and received.

**CEMETERY UPDATE**

No report given

**BOARD COMMENTS**

Underwood would like BOD to consider upgrading health checks standards by taking temperatures of all those entering building, purchasing oxygen reader and if possible, telecommute office staff. The BOD mentioned upgrading phone system, internet speed, and website. Exploration of consultant to complete teleconference methods, creation of individualized email accounts and possible cell phones or stipends for staff.

**ADJOURNMENT**

Meeting adjourned at 12:33pm

**NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: January 12, 2021, 8am Cemetery office.

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

**ADJOURNMENT**

**NEXT MEETING TIME, DATE AND LOCATION**

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

Approved: 12/08/2020 BOD Mtg