

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
November 12, 2019**

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, November 12, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 8, 2019 by 230 PM by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Bruce Underwood called the meeting to order at 8:01 am, those in attendance were as follows:

Directors Present: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Directors Absent: Judy Vossler (excused)

Add'l Participants: Lee Kestell, General Manager and Carlos Campos, District Counsel

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: None available

ADDITIONS TO THE AGENDA: None

OPEN SESSION

CONSENT CALENDAR: Items listed below that are considered routine, non-controversial and generally approved in a single motion.

Items of General Consent:

- A) Board Minutes - Minutes for October 8, 2019
- B) Finance and Administration - Expenditures #23845-23897

Motion: Marcos Coronel

2ND: John Rios

Discussion: none

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

BOARD ACTION ITEMS

California Association of Public Cemeteries (CAPC) membership renewal for 2020

Motion: Marcos Coronel

2ND: John Rios

Discussion:

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

2020 CAPC Annual Meeting – Attendance by General Manager and Available Trustees

Date and location: Oxnard, CA February 2020

Motion: Marcos Coronel

2ND: Ernesto Rosales

Discussion: regarding cost- registration, hotel, travel expenses, number of attendees

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

California Special Districts Association (CSDA) membership renewal for 2020

Motion: Marcos Coronel

2ND: John Rios

Discussion: requirements, benefits, discounts, insurance costs,

Ayes: Bruce Underwood, Ernesto Rosales, John Rios and Marcos Coronel

Noes: none

Absent: Judy Vossler

Abstain: none

INFORMATIONAL ITEMS: items presented to the Board for review.

GM Project List Update:

As per attachment 'A' attached hereto.

Recap of Dia de los Muertos Celebration: Huge success with the help of Director Ernesto Rosales. Final budget will be available at next meeting upon receipt of billing from Sheriff, South West (security) and Highway Patrol. Allowance of Alters and the additional lighting were a great addition to this year's event.

Trustee Ernesto Rosales' referenced questions and negative comments by other trustees that surfaced after the event. He reminded trustees of his voluntary non compensated and many hours he donated in securing equipment and stage talent. Further, he suggested that trustees be more involved from the front end to have a better understanding of the event. In an effort to curb non constructive criticism after the event.

COMMITTEE REPORTS: none available

CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Upon returning from closed session direction was given, however, there was no reportable action taken.

NEXT MEETING TIME, DATE AND LOCATION

Next scheduled meeting is: December 10, 2019, 8:00am, Cemetery Office.

BOARD/MANAGER COMMENTS:

Veterans Day services coordinated by VFW was a success with many in attendance.

Director Rosales offered to once again coordinate and provide food for this year's Employee Holiday Luncheon as he has done in the past.

Median landscaping, Budget for Veterans Wreath project managed by Ms. Susie Del Toro.

Lee Kestell advised the Board of his upcoming vacation.

Previous Discussion items to be added on the future Agendas:

- Mission Statement
- Website Retention Policy – Agenda & Minute Posting
- Board Compensation – Revision to number of meeting /Public Notification
- Holiday Schedule for Board Members
- Online Payment Processing
- English/Spanish Cemetery Policy

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:01 am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District
Approved 1/14/2020 Board Meeting

Minutes 11.12.2019
Attachment 'A'

2019/2020 Fiscal Year Projects

Updated 11/5/19

Project:

Finish new Internment Area

		<u>Start Date</u>	<u>Completion Date</u>
All 4 grave corners	Stakes	When grass is full	4 weeks from start
Bermuda seed - slow growing	Grass	7/22/2019	Completed
Use palms - North, Ficus - West	Islands	TBD	TBD
Planting Oct. '19 thru Feb. '20	Trees	Now	Feb-20

New Software

GM Demoing software November 15	Cemsites	Proposal Reveived
Other cemeteris very unhappy w/ this software	Pontum	Demo'd Software

New Computers

Looking into Microsoft program for government agencies	Southwest	Proposal Received
3 desktops, 1 laptop, 1 server to replace old computers.	TBD	
	TBD	

Jew Streets and Curbs

District will go thru with a public works project.	Granite	Pulled from Agenda
GM, District Counsel and Supervisors office will work together on a plan moving forward	Gaylor	Until further notice
	AMS	

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
October 8, 2019**

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, October 8, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 4, 2019 by 230 PM by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Bruce Underwood called the meeting to order at 8am, those in attendance were as follows:

Directors Present: Bruce Underwood, Judy Vossler, John Rios and Marcos Coronel

Directors Absent: Ernesto Rosales (excused)

Staff Present: Lee Kestell, General Manager and Kathryn Herrera, Clerk of the Board

Guests: Carlos Campos, District Counsel

Pledge of Allegiance

Moment of Silence

Public Comments: None

ADDITIONS TO THE AGENDA: Per legal counsel the Board agreed to remove item 2.2 Bids for street project

OPEN SESSION

CONSENT CALENDAR: Items listed below that are considered routine, non-controversial and generally approved in a single motion.

Board Minutes

Minutes for Sept 10, 2019

Finance and Administration

Expenditures #23783-23844

Motion: Judy Vossler

2ND: John Rios

Discussion: None

Ayes: Bruce Underwood, Judy Vossler, John Rios

Noes: None

Absent: Ernesto Rosales

Abstain: Marcos Coronel

BOARD ACTION ITEMS

MEMBERSHIP IN SPECIAL DISTRICT ASSOCIATION – RIVERSIDE COUNTY

Motion: Bruce Underwood

2ND: Judy Vossler

Discussion: amongst trustees

Ayes: Bruce Underwood, Judy Vossler, John Rios and Marcos Coronel

Noes: None

Absent: Ernesto Rosales

Abstain: None

BIDS FOR STREET PROJECT

Item removed from Agenda per Legal Counsel and will be addressed accordingly.

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

GM Project List Update:

Overview provided by Lee Kestell, General Manager regarding: newest unit, re-seeding of entire cemetery, purchasing of new trees, new software demonstration, future software app for grave location, new utility vehicles

Compensation Study Update:

No new update, Board is awaiting the study and will disseminate as soon as available.

Día de los Muertos Budget Update:

Budget of 40,000.00 was granted the current budget presented to Board is pretty accurate with the exception of security being added. Law enforcement cost are estimates, No sponsorships this year due to time restrictions. GM will contact SDRMA for additional insurance as it pertains.

Employee Housing Update:

This item is directly tied into the Compensation Study and will remain as unfinished business until the study is available; the Board anticipates completion by January 2020. GM to notify County regarding House #1 and possible tax breaks due to unoccupancy.

District Employee Handbook Update:

Motion to suspend the new Employee Handbook dated September 2019 and revert back to the previous version dated 2011 until further notice.

Motion: Judy Vossler

2ND: John Rios

Ayes: Bruce Underwood, Judy Vossler, John Rios

Noes: Marcos Coronel

Absent: Ernesto Rosales

Abstain: None

Motion to Authorize assigned board member to work with General Manager, employee and legal counsel regarding the revision to employee handbook. Information and Request gathered to be brought back to Board for consideration.

Motion: John Rios

2ND: Judy Vossler

Discussion: None

Ayes: Bruce Underwood, Judy Vossler, John Rios, Marcos Coronel

Noes: None

Absent: Ernesto Rosales

Abstain: Marcos Coronel

Districts procurement policy:

Board will revisit updating the Procurement Policy as priority in January 2020. The General Manager will continue to carry out with the current procurement policy which was approved in the Aug. 24, 2018 Board Meeting that grants spending authority up to \$5,000.00.

DISCUSS MEETING TIME, DATE AND LOCATION

Next scheduled meeting is: November 12, 2019, 8:00am, Cemetery Office.

CLOSED SESSION:

None

BOARD COMMENTS:

Trustee Vossler requested for minute purposes that the following be on record:

The FPPC Notified the Cemetery and Legal Counsel of an anonymous complaint registered against General Manager Lee Kestell and Trustee Ernesto Rosales to which Mr. Rosales and Mr. Kestell have responded to.

Discussion pertaining to items to be added on the next and/ or future Agendas:

- Veterans Wreath Project Managed by Ms. Susie Del Toro
- Mission Statement
- SDRMA _____
- Website Retention Policy – Agenda & Minute Posting
- Board Compensation – Revision to number of meeting /Public Notification
- Holiday Schedule for Board Members
- Online Payment Processing

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:16 am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
September 10, 2019**

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, September 10, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, September 6, 2019 by 230 PM by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Bruce Underwood called the meeting to order at 8am, those in attendance were as follows:

Directors Present: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Directors Absent: Marcos Coronel

Staff Present: Lee Kestell, General Manager and Kathryn Herrera, Clerk of the Board

Guests: Carlos Campos, District Counsel

Pledge of Allegiance

Moment of Silence

Public Comments: Brad Anderson spoke and is aware of the district's proactive measures regarding treatment for eradication of mosquitoes and submitted letters to the board for review.

ADDITIONS TO THE AGENDA: No additions were requested however a correction to the agenda item 1.2 was requested to read: Agency Designated Representative(s): General Counsel

CLOSED SESSION:

The Board of Directors excused themselves for closed session where no action was taken regarding the following items:

- 1.1 Personnel Matters – Employee Evaluation or
- 1.2 Conference with Labor Negotiators

Although no actions were taken, Trustees formed an ADHOC Committee and will meet for a Special Board Meeting on Friday, September 27, 2019 - 8am - Cemetery Office where the Special Compensation Study shall be available for review and discussion in which the Committee will prepare to present findings for Board review and action at the regularly scheduled October Board Meeting.

OPEN SESSION

CONSENT CALENDAR: Items listed below that are considered routine, non-controversial and generally approved in a single motion.

Board Minutes

Minutes for August 13, 2019

Minutes for May 14, 2019

Finance and Administration

Expenditures #23732-23782

Motion: Judy Vossler

2ND: John Rios

Discussion: None

Ayes: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

BOARD ACTION ITEMS

SELECTION OF DISTRICT AUDITOR

Approval of a one-year contract with Local Firm based Osborne Rincon, Certified Public Accountants

Motion: John Rios

2ND: Judy Vossler

Discussion: amongst trustees

Ayes: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

APPROVAL OF DISTRICT BYLAWS

Approval of Coachella Valley Public Cemetery District Bylaws prepared by Legal Counsel Best Best and Krieger

Motion: Ernesto Rosales

2ND: John Rios

Discussion: none

Ayes: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

APPROVAL OF DISTRICT EMPLOYEE HANDBOOK

Approval of Coachella Valley Public Cemetery District Employee Handbook prepared by Legal Counsel Best Best and Krieger

Motion: Ernesto Rosales

2ND: John Rios

Discussion: amongst trustees – standard operation procedure to be followed and directed by General Manager

Ayes: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

DIA DE LOS MUERTOS BUDGET

Consensus approval of \$40,000.00 expenditure and final/formal budget to be provided at Next Board Meeting(October)

Motion: Judy Vossler

2ND: Ernesto Rosales

Discussion: amongst trustees

Ayes: Bruce Underwood, Judy Vossler, John Rios and Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

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

G.M.'S PROJECT LIST:

Overview provided by Lee Kestell, General Manager

DISCUSS MEETING TIME, DATE AND LOCATION

Friday, September 27, 2019 8am – Special Compensation meeting

Tuesday, October 8, 2019 8am – Standard Board Meeting

BOARD COMMENTS:

Comments/Discussion pertaining to Trustee attendance, meeting location, district distinction efforts and illness and prevention were had.

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 9:23am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved 10/8/2019

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

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 August 13, 2019.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, August 9, 2019 at 230 PM by the Clerk of the Board

CALL TO ORDER, ROLL CALL

Chairman Bruce Underwood called the meeting to order at 8:01 am, those in attendance were as follows:

Directors Present: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales (excused himself from meeting at 10:45 am)

Directors Absent: Marcos Coronel

Staff Present: Lee Kestell, General Manager and Kathryn Herrera, Clerk of the Board

Guests: Carlos Campos, District Counsel and Jeremy Witte GM of CV Vector Control

Pledge of Allegiance
Moment of Silence

Public Comments: Jeremy Witte, GM of CV Mosquito and Vector Control presented informational material. The retention basin and the flower vases within Cemetery grounds are a breeding source and health hazard that should be addressed; to date 3,000 vases have been removed and no flower vases are being added to new headstone settings. The cemetery will continue to work with Vector control and a written statement will be available soon. Additionally, fire ant treatment will continue to take place and product may be provided by Vector Control to Cemetery for treatment.

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)”

CLOSED SESSION:

The Board of Directors excused themselves for closed session where no action was taken on personnel matters.

OPEN SESSION

BOARD ACTION ITEMS:

Board Minutes

Minutes for 6/28/2019, Approved.

Ayes: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

Finance and Administration

Expenditures #23656 – 23731, Approved and attached

Discussion: the Board requested a summary page for income and expenses to be presented with monthly board packet for minute purposes.

Ayes: Bruce Underwood, Judy Vossler, John Rios, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

General Manager Contract Amendment

Contract to be approved once the Compensation Study is complete

Ayes: Ernesto Rosales, Judy Vossler, John Rios

Noes: Bruce Underwood

Absent: Marcos Coronel

Abstain: none

Funding Of Street Repair Project

Funds in the amount of \$488,000 are to be provided for project – RFP will move forward. Monies will be provided by interest derived from Bonds secured thru Wells Fargo Advisors.

Ayes: Judy Vossler, John Rios, Bruce Underwood, Ernesto Rosales

Noes: None

Absent: Marcos Coronel

Abstain: None

Winter Seed Purchase

3 proposals submitted, Harrells proposal approved

Vote count: Ernesto Rosales, Judy Vossler, John Rios, Bruce Underwood – Yes

Ayes: Ernesto Rosales, Judy Vossler, John Rios, Bruce Underwood

Noes: none

Absent: Marcos Coronel

Abstain: None

District Auditor: Discussion

Tabled for September 2019 Board Meeting

Utility Vehicles

Three proposals submitted, Jordan Central Implement proposal approved

Ayes: Judy Vossler, John Rios, Bruce Underwood

Noes: none

Absent: Ernesto Rosales, Marcos Coronel

Abstain: None

Write Off Delinquent Pre-Need Contracts

Approximately \$35,000 to be written off due to delinquency, monies to be moved from Preneed to General Account.

Ayes: Judy Vossler, John Rios, Bruce Underwood, Ernesto Rosales

Noes: none

Absent: Marcos Coronel

Abstain: None

Board of Trustees meeting place and time: Tabled for future meeting

INFORMATIONAL ITEMS

Compensation Study Update

Koff & Associates is providing this service to the Coachella Valley Public Cemetery District (CVPCD) - the compensation study is currently ongoing and the orientation and questionnaire have been completed and interviews are scheduled for 8/20/2019 with a projected completion date of 09/2019.

Clerk Of The Board

The Clerk of the Board is present, training with CSDA will be attended in November 2019.

Housing

The Board and the General Manager discussed whether the house is habitable and will continue to stay unoccupied for the time being.

Dia De Los Muertos

Update provided by Ernesto Rosales, Board Chair and Lee Kestell, General Manager

Bylaws

Update provided by Carlos Campos, Legal Counsel of Best, Best and Krieger

Employee Handbook

Ben Carney of Best, Best & Krieger provided an update via telephone, Employee Hand Book will be presented as Board Action Item by September 2019.

General Manager Report From General Managers CSDA Newport Conference

Lee Kestell, General Manager provided a report on the conference attended in July 2019

Board Chair Report From CSDA Napa Conference

Bruce Underwood, Board Chair provided a report on the conference attended in July 2019

G.M.'s Project List

Overview provided by Lee Kestell, General Manager

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:28 am.

Respectfully Submitted,

Kathryn Herrera

Kathryn Herrera, Clerk of the Board
Coachella Valley Cemetery District

Minutes
Coachella Valley Public Cemetery District
Re-Scheduled Regular
Board of Trustees Meeting
June 28, 2019

Call to Order:

Chairman Underwood called the meeting to Order at 8:00 am.

Coronel – Present, Rios – Present, Rosales – Present, Underwood – Present, Vossler – Present.
Also, in attendance: Lee Kestell – General Manager and Carlos Campos – District Counsel.

Pledge of Allegiance

Moment of Silence

Public Comments: No Comments

1. Consent Calendar:

- 1.1 Approval for Minutes for March 22, 2019, Special Meeting of the Board.
Trustee Coronel made a Motion to approve the minutes. This was seconded by Trustee Rios.

Roll Call: Coronel – yes Rosales - abstain
Rios – yes Vossler - abstain
Underwood - yes

- 1.2 Approval of expenditures #23575-#23655
Trustee Coronel made a Motion to approve the expenditures. This was seconded by Trustee Underwood.

Roll Call: All in Favor

2. Board Action Items:

- 2.1 Election of Board Officers
Trustee Rios made a Motion, appointing Judy Vossler as Vice-Chair. Trustee Coronel seconded the appointment.

Roll Call: All in Favor

2.2 Budget Approval

Trustee Coronel made a Motion to Approve the 2019-2020 Fiscal Year budget presented by the G.M. This was seconded by Trustee Rios.

Roll Call: All in Favor

2.3 General Manager contract amendment

Trustee Coronel made a Motion to increase the General Managers salary to \$130,000 with a \$300 per month Car allowance and a \$5000 457B contribution annually towards retirement. This was seconded by Trustee Vossler.

Roll Call: All in Favor

2.4 Selection of District Auditor

After a discussion, Trustee Coronel made a Motion to authorize the Executive Committee to select an auditor and then present the choice to the whole Board for a vote. This was seconded by Trustee Vossler.

Roll Call: All in Favor

2.5 Cost of Living Raise to all District Employees

Trustee Vossler made a Motion to approve a 3% cost of living increase to All District Employees. This was seconded by Trustee Rosales.

Roll Call: All in Favor

2.6 Approve funds for updated sign at Cemetery entrance.

After reviewing the two proposals, Trustee Rios made a Motion to accept Signarama's proposal. This was seconded by Trustee Rosales.

Roll Call: All in Favor

2.7 Approve Local Preferences Policy

After a discussion, Trustee Vossler made a Motion to approve the Local Preferences Policy. This was seconded by Trustee Coronel.

Roll Call: All in Favor

3. Informational Items

3.1 Vector Control General Manager

This Item was postponed until the next regularly scheduled meeting of the Board

3.2 Bylaws Update

An Ad Hoc committee, composed of Trustees Underwood and Vossler will work with District Counsel and present the updated Bylaws to the full Board at a future meeting. Comments from Staff and Trustees are due to District Counsel by July 5, 2019.

3.3 Employee Handbook Update

An Ad Hoc committee was established, composed of Trustees Underwood and Vossler to review the Employee Handbook with Legal Counsel and present a final Draft at the August 13, 2019, meeting of the Board.

After a discussion, The Board decided to hold the regularly scheduled meeting on July 9, 2019 at 8:00 am. with 1 agenda item (G.M. Contract amendment). Trustee Underwood and Trustee Coronel will phone in.

With no further business, Chairman Underwood adjourned the meeting at 10:04 am.

Bruce Underwood Dr. P.H. – Chairman

Leland Kestell - General Manager

**Coachella Valley Cemetery District
Board of Trustees Meeting
Minutes - May 14, 2019**

CALL TO ORDER: Chairman Bruce Underwood called the meeting to order at 8:01 am.
Chair Underwood – present Trustee Coronel – present Trustee Rios – present
Trustee Rosales – present Trustee Vossler – present

Also in attendance: Lee Kestell, General Manager and Carlos Campos, District Counsel

Pledge of Allegiance
Moment of Silence

SWEARING IN:

New Trustee Judy Vossler sworn in by Judge James Hawkins

PUBLIC COMMENT: Brad Anderson commented on Mosquitos in the Cemetery. Members of the public in Attendance: KESQ TV, Amy Cuen, Barbara, Brad Anderson, and Sabas Rosas.

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)"

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.

APPROVAL OF MINUTES

Regular Meeting - March 12, 2019

Tabled for Next Board Meeting

Executive Committee Meeting – March 22, 2019

Tabled for Next Board Meeting

Executive Committee Meeting – May 3, 2019
Tabled for Next Board Meeting

Finance and Administration

Approval of Expenditures #23492 – 23574

Motion: Marcos Coronel

2nd: John Rios

Approved

Vote Count: All in favor

BOARD ACTION ITEMS

Schedule June Board Meeting

Next Board Meeting to take place on Friday, June 28, 2019

Motion: Judy Vossler

2nd: Marcos Coronel

Approved

Review Legal Counsel Contract

Contract reviewed and Option No. 2 selected

Motion: Marcos Coronel

2nd: Judy Vossler

Approved

Vote Count: All in Favor; Ernesto Rosales not present for vote

Discuss Housing Appraisal and Inspection

Authorize funds - amount not to exceed 10,000.00 for renovations to house Main House (house No.1)

Motion: John Rios

2nd: Judy Vossler

Approved

Vote Count:

Yes – John Rios, Judy Vossler, Bruce Underwood, Ernesto Rosales

No – Marcos Coronel

Additional: Authorize Legal counsel to continue research for zoning purposes; Information attained will be on available for next agenda meeting.

Motion: Judy Vossler

2nd: Marcos Coronel

Approved

Vote Count:

No- Marcos Coronel

Landscaping Contract

Renew 1 year landscape with 30 day termination clause

Motion: Judy Vossler

2nd: John Rios

Approved

Vote Count: all in favor

Compensation Study RFP

Koff and Associates proposal reviewed and request for approval

Motion: Marcos Coronel

2nd: John Rios

Approved

Vote Count: all in favor

Media Policy

General Manger or designated person to speak on behalf of Cemetery to Media or in response to Public Request

Motion: Judy Vossler

2nd: Marcos Coronel

Approved

Vote Count: All in Favor Ernesto Rosales not present for vote

Budget Update

Establish ADHOC Committee for budget purposes for July deadline

Motion: Marcos Coronel

2nd: Judy Vossler

Approved

General Manger and Legal Counsel to look into Analysis of CalPers and Healthcare Benefits with a 2-3 year phase in – Report due by 1st quarter of 2019/2020 budget

Motion: Marcos Coronel

2nd: Judy Vossler

Approved

INFORMATIONAL ITEMS

Discuss Executive Committee Meetings

No action taken

July CSDA Training – Napa

Lee Kestell, General Manager and Bruce Underwood, Chairperson provided report

Audit RFP

Discussion for RFP to go back out for bidding

ACO Project Update

Lee Kestell, General Manager provided report

Dia de los Muertos Update

Information to be provided at next meeting as Ernesto Rosales was unavailable to provide a report.

Trustee Pictures

Discussion took place

Accountant Pay Raise

To be discussed at next meeting

Discuss Cal PERS unfunded Liability

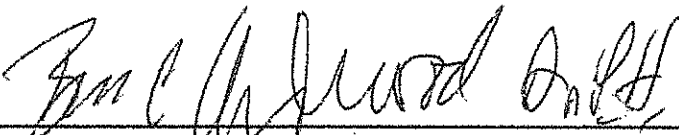
Discussion took place

COMMITTEE REPORTS

BOARD COMMENTS

Adjournment

With no further business, Chairman Underwood adjourned the meeting at 10:58 am.



Bruce Underwood Dr. P.H. - Chairman



Leland Kestell - General Manager

Coachella Valley Public Cemetery District
Board of Trustees Meeting – Minutes
March 12, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:01 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Trustees Marcos Coronel Jr., John Rios and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos.

1. Public Comments:

None

2. Consent Calendar:

- a. Approval for Minutes for February 12, 2019, Regular Meeting of the Board and the February 22, 2019, Special meeting of the Board.
- b. Approval of Expenditures #23430 - #23491

Motion to accept the Minutes as written and expenditures by Trustee Coronel, seconded by Trustee Rios. All in Favor.

***The Board went into Closed Session to discuss General Managers evaluation.

3. Board Action Items:

- 3.1 The General Manager presented two (2) proposals for chain link fencing for the new development. After a discussion, Trustee Rosales made a motion to accept a bid from Sam's Fencing in Coachella. This was seconded by Trustee Coronel. All in Favor.
- 3.2 Authorization to purchase training webinars from CSDA. After a discussion, Trustee Rosales made a motion to purchase additional CSDA training webinars. This was seconded by Trustee Rios. All in Favor.

- 3.3 Approve going out for RFP for an Employee Compensation Study.
After a discussion, Trustee Rosales made a motion to approve going out for RFP for a Comprehensive Compensation Study. This was seconded by Trustee Coronel. All in Favor.
- 3.4 Approve the formation of a standing Executive Committee.
After a discussion, Trustee Rosales made a motion to approve the standing Executive Committee. This was seconded by Trustee Rios. All in Favor.
- 3.5 Hiring a Forensic Auditor.
After a discussion, Trustee Rios made a motion to terminate the contract for the District's current auditor and go out for RFP to find a new auditor. This was seconded by Trustee Coronel. All in Favor.
- 3.6 Approve Job Description for Administrative Assistant/Clerk of the Board position. After a discussion, Trustee Coronel made a motion to approve the Job Description. This was seconded by Trustee Rios. In Favor: Trustees Underwood, Coronel and Rios. Opposed: Trustee Rosales. Motion Passes 3-1.

4. Informational Items:

- 4.1 The General Manager gave an update on House #1. The house is vacant and has an inspection and appraisal scheduled for March 20, 2019.
- 4.2 Trustee Emails are being set up by the web designer.
- 4.3 Trustee business cards will be issued for Dr. Underwood, Marcos Coronel Jr. and Ernesto C. Rosales.
- 4.4 Trustees authorized the General Manager to purchase a camera for the District with a budget of one thousand dollars (\$1000.00).
- 4.5 The General Manager gave an update on the new internment area. The Board asked for a detailed plan of the area.
- 4.6 A discussion was had with Carlos Campos with Best Best and Kreiger regarding a contract for services. Terms will be discussed at a future meeting of the Board.

5. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 10:25 a.m.

Chairman Bruce Underwood, Dr.P.H.

Leland Kestell – General Manager

Coachella Valley Public Cemetery District
Board of Trustees Special Meeting – Minutes

Location: Coachella Valley Community Trust

45149 Smurr Street, Ste A

Indio, CA 92201

February 22, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 12:05 p.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., John Rios and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos.

1. Public Comments:

None

2. Board Action Items:

2.1 Approve Job description for Administrative Assistant/Clerk of the Board.
After a discussion, Trustee Rios made a motion to accept the Job Description as written, this was seconded by Trustee Rosales. After a roll call vote, Yeas were Trustees Rios and Rosales. Trustee Underwood votes No.

2.2 Approve pay scale for Administrative Assistant/Clerk of the Board position.
After a discussion, Trustee Rosales made a motion to accept the pay scale for the Administrative Assistant/Clerk of the Board position. This was seconded by Trustee Rios. After a roll call vote All in Favor.

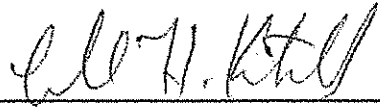
3. Board Comments:

Trustees Rios and Rosales addressed the Board regarding meeting times, dates and locations and unprofessional emails and remarks.

4. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 12:36 p.m.

Chairman Bruce Underwood, Dr.P.H.

A handwritten signature in cursive script, appearing to read "Leland Kestell".

Leland Kestell – General Manager

Coachella Valley Public Cemetery District

Board of Trustees Meeting – Minutes

February 12, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:01 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Trustees Marcos Coronel Jr., John Rios and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos.

1. Public Comments:

None

2. Consent Calendar:

- a. Approval for Minutes for January 8, 2019, Regular Meeting of the Board and the January 25, 2019, Special meeting of the Board.

Motion to accept the Minutes as written by Trustee Coronel, seconded by Trustee Rios.
All in Favor.

- b. Approval of Expenditures #23377 - #23429

Motion to approve Expenditures was made by Trustee Coronel and seconded by Trustee Rosales. All in Favor.

***The Board went into Closed Session to discuss the hiring of the Districts General Counsel (5.2 on agenda).

3. Board Action Items:

- 2.1 Appointment of Vice – Chair position.

Mr. Coronel made a motion for John Rios as Vice-Chair. This was seconded by Trustee Underwood. Trustee Rios declined the appointment. Mr. Rios then made a Motion appointing Trustee Coronel as Vice- Chair. This was seconded by Trustee Underwood. After a roll call vote, All in Favor of Marcos Coronel to be appointed as Vice-Chair.

- 2.2 Budget Adjustments
After a discussion, Trustee Coronel made a motion to accept a \$300,000 increase to the 2018/2019 fiscal year budget. This was seconded by Trustee Rios. After a roll call vote, All in Favor of increasing the budget.
- 2.3 Approve Clerk of the Board/Administrative Secretary
After a discussion, this topic was put off to a special meeting scheduled for Friday, February 22, 2019.

4. Informational Items:

- 4.1 Trustee Rosales gave a report on taking back the Dia de los Muertos event from Forest Lawn's control. A full report will be presented at a future meeting.
- 4.2 The General Manager gave a report on the work the cemetery staff and Vector Control have done over the last year regarding limiting potential mosquito breeding sites.
- 4.3 Employee Handbook update: General Manager and districts counsel are currently working on the revision of the employee handbook.
- 4.4 District Bylaws update: An ad hoc sub-committee consisting of Trustees Underwood and Coronel will work with the General Manager and districts legal counsel. General Counsel suggested adopting a policies and procedures manual.
- 4.5 The General Manager presented a wage comparison of other public cemetery districts. The Board decided to form an ad hoc sub-committee consisting of Trustees Underwood and Coronel.
- 4.6 The General Manager gave an overview of the current ACO projects going on at the cemetery.

*** 11:00 a.m. Trustees Rios and Rosales had to leave the meeting for personal reasons.

5. Closed Session:

- 5.1 Performance review of General Manager.

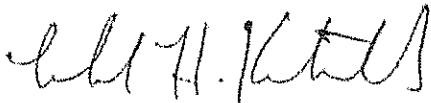
5.2 Public Employment – General Counsel.

The board, after a discussion, voted to retain Best Best and Krieger as the Districts legal counsel. Best Best and Krieger will present options on fee schedules at the next meeting of the Board.

6. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 11:45 a.m.

Chairman Bruce Underwood, Dr.P.H.



Leland Kestell – General Manager

Coachella Valley Public Cemetery District
Board of Trustees Special Meeting – Minutes

January 25, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:02 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Vice President Joe Ceja, Trustees Marcos Coronel Jr., and Ernesto Rosales. Also present were General Manager Lee Kestell. Trustee Rios was absent for personal reasons.

1. Public Comments:

None

2. Informational Items:

2.1 Presentation by Carlos Campos, Joe Ortiz and Jill Tremblay of Best Best & Krieger

2.2 Presentation by Lena Wade of Slovak Baron Empey & Pinkney LLP

*** Trustee Rosales left the meeting due to prior commitment.

3. Closed Session:

The Board convened to closed session to discuss the presentations.

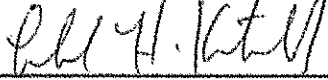
*** Chair Underwood adjourned closed session at 10:45 a.m. for a 10-minute break before returning to open session.

*** At 10:51 Trustee Ceja left the meeting in protest.

4. Adjournment:

Without a quorum, the meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 11:08 a.m.

Bruce Underwood, Dr.P.H., Board Chair



Leland Kestell, General Manager

Coachella Valley Public Cemetery District

Board of Trustees Meeting – Minutes

January 8, 2019

Call to Order:

President Bruce Underwood, Dr.PH. Called the meeting to order at 8:02 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

Those present at roll call: President Bruce Underwood, Dr.PH., Vice President Joe Ceja, Trustees Marcos Coronel Jr., John Rios and Ernesto Rosales. Also present were General Manager Lee Kestell and legal counsel Carlos Campos.

1. Public Comments:

None

2. Consent Calendar:

- a. Approval for Minutes for December 11, 2018 Regular Meeting of the Board.
Motion to accept the Minutes as written by Trustee Rosales, seconded by Trustee Ceja.
All in Favor.
- b. Approval of Expenditures #23319 - #23376
Motion to approve Expenditures was made by Trustee Ceja and seconded by Trustee Coronel. All in Favor.

3. Board Action Items:

- a. A discussion was had regarding providing housing to District employees.
After a discussion, Trustee Rosales made a motion to provide housing to the General Manager and that a rent schedule would be set up after comparisons and an inspection were completed. This was seconded by Trustee Rios. All in Favor.
Trustee Coronel proposed a sub committee consisting of Trustees Underwood and Rios to work on the housing agreement. All in Favor.

*** Trustee Rios was excused from the meeting due to illness at 11:05 a.m.

- b. A discussion was held regarding the Districts use of Teaman Rameriz and Smith as our monthly accounting service. The General Manager suggested using our current

cemetery staff to take over the monthly accounting. A motion was made by Trustee Ceja to put the accounting services out to RFP. This was seconded by Trustee Rosales. After a discussion, a roll call vote was taken. In Favor, Trustee Rosales and Trustee Ceja. Not in favor were Trustee Coronel and Trustee Underwood. The G.M. was instructed to make a decision and present in to the Board at a future meeting.

- c. A discussion was had regarding the Districts 2018/2019 budget adjustment. After discussion, Trustee Coronel made a motion to table the approval of the budget adjustments until the next meeting, this was seconded by Trustee Underwood. All in Favor.

4. Informational Items:

- 4.1 CalPERS Ron Wilkenson spoke to the Board regarding Health Benefits provided to employees.
- 4.2 Ben Guitron, of the Indio Police department, spoke to the Board regarding security of the cemetery and steps to improve the security of the property.
- 4.3 Capt. Misty Reynolds, of the Riverside County Sheriffs Office, spoke to the Board regarding past security problems and steps to improve security of the property.

5. Closed Session:

None

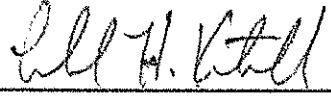
6. Staff Reports:

- a. The General Manager gave a report on Carlos Arroyo, a mobile mechanic, who services the heave machinery for the District.
- b. The Board was presented with RFP's from five law firms. It was decided by the Board to hold a Special meeting on Friday January 25, 2019, to interview two firms for the Districts legal counsel. Those firms were Best Best & Kreiger and SBEMP. The Board discussed a Sub Committee consisting of Trustees Coronel, Rosales and Rios to look at the presentations and come back to the full Board with a recommendation. It was decided to hold a special meeting with all Board members instead of a sub committee.

7. Adjournment:

The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 12:01 p.m.

Chairman Bruce Underwood, Dr.P.H.



Leland Kestell – General Manager