

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
December 8, 2020**

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201, on Tuesday, December 8, 2020 at 8:00 a.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was also conducted via teleconference by Zoom.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, December 4, 2020 by the Clerk of the Board.

**CALL TO ORDER, ROLL CALL**

Chairman Ernesto Rosales called the meeting to order at 8:05 am, those in attendance were as follows:

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

Trustees Absent: None

Add'l Participants present: Kathryn Herrera, Clerk of the Board

Add'l Participants via zoom: Carlos Campos and Joe Ortiz, District Counsel with Best, Best & Kreiger

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT: None**

**ADDITIONS TO THE AGENDA: None**

**CONSENT CALENDAR**

- 1.1 TRUSTEE MINUTES – NOVEMBER 10, 2020
- 1.2 FINANCE AND ADMINISTRATION
  - A. Expenditures #24599-24666
  - B. Investment Report
- 1.3 2021 STAFF HOLIDAY SCHEDULE – AMENDMENT SECTION 8.5.1 of 2011 EMPLOYEE HANDBOOK
- 1.4 APPROVAL/ADOPTION OF VACATION ADVANCE ELECTION TO CASH OUT
- 1.5 APPROVAL/ADOPTION OF UNFORSEEABLE EMERGENCY VACATION CASH OUT

Motion: Coronel to approve the entire consent calendar, items 1.1-1.5 as presented

2ND: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

**TRUSTEES ACTION ITEMS**

2.1 Employee classification (exempt vs. non-exempt) Potential CBIZ expenditure to add employee electronic timekeeping system.

Compensation Study with Classification of Employment and Salary Table that were approved in the February 2020 Trustee Meeting which stipulated the employees were to be non-exempt with class steps that were never properly instituted; therefor, by the first of the coming year all employees will be set up as per the previous board approval. Additionally, a bid obtained from CBIZ (current payroll company) to set up a time keeping method for all employees is to be considered for approval.

Motion: Rios motioned to approve the bid presented by CBIZ for employee time keeping at a cost not to exceed five thousand dollars (\$5,000.00). Coronel and Vossler will lead this project.

2ND: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

2.2 Expenditure for new website - SR Social Media Management

The current website site is not compliant with CSDA (California Special Districts Association) Website Accessibility – Section 508A, vendor has been unresponsive with Trustee inquiries. The bid from SR Social Media will bring the Cemetery into compliance with Senate Bills and ADA, Cemetery will request help to obtain a government domain with proper email accounts. Coronel & Vossler will meet with the proposed vendor and obtain more information with future assistance and maintenance fees.

Motion: Underwood – motion to procure, implement and approve proposal from SR Social Media Management with a cost not to exceed twenty thousand dollars (\$20,000.00) and approve using formal contract obtained by legal counsel.

2ND: Rios

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

2.3 Expenditure for Security Cameras

Office staff and Rosales have reached out to 4 companies in order to obtain proposals for security cameras around cemetery grounds. Rosales and Southwest Security toured the grounds and a proposal was received for security camera installation and security monitoring. Clerk previously reached out to: Boyd Security, Interaccess Systems, and Big Sky Gate Keeper. The proposal from Southwest Monitoring Inc. is for 3 items: Camera Installation, Central Monitoring and Real-time Monitoring (physical)

Motion: Coronel- motion to procure, implement and approve the proposal from Southwest Monitoring Inc a cost not to exceed twenty thousand dollars (\$20,000.00) for installation of cameras as well as additional expenses for monitoring. Monitoring agreement shall be a one-year agreement. Contract to be obtained thru legal counsel.

2ND: Rios

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

2.4 Consideration for RFP for Executive Recruitment Services

Trustees are in the process of recruitment of a new General Manager. All agree best to hire a search firm that will conduct recruitment. The proposal obtained is from RGS (Regional Government Services); this company was obtained thru CSDA along with 3-5 other companies that were contacted as well.

Motion: Rios - Motion to procure, implement and approve proposal from RGS a cost not to exceed twenty thousand dollars (\$20,000.00)

2ND: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

2.5 Consideration to grant a Trustee subcommittee with administrative and/or management authority to make necessary and appropriate day-to-day decisions for the District.

Motion: Underwood – Motion to assign Chair Rosales and Vice Chair Vossler for this adhoc committee day to day operations of the Cemetery.

2ND: Coronel

Yes: Coronel, Rios, Rosales, Underwood, Vossler

Absent: None

Abstain: None

\*\*Motion carries

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

3.1 Employee Vision/Dental Plans

Staff will continue exploring options to review at the next Trustee meeting.

\*In order to conserve time the Trustees agreed to move the following agenda item prior to closed session items:

**TRUSTEES COMMENTS:**

Coronel Requested and all agreed to have public restrooms open on the weekends while weekend staff is working. Thanks to all Trustees as we are all unified for the first time in many years.

Rios Agreed to Coronels comment about unification

Rosales Thanks to all Trustees for their time and patience during this time that we are without a General manager.

Underwood The Cemetery should consider at least one standing sub-committee

Vossler The office space used for the December meeting was great and is it available for future use?

The Trustees adjourned to closed session at 9:26 am to discuss the items listed:

**CLOSED SESSION ITEMS:**

4.1 PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

4.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82827 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

**4.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82847 Avenue 52, Coachella, CA  
Agency Negotiator: General Counsel  
Under Negotiation: Price and Terms

**4.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82867 Avenue 52, Coachella, CA  
Agency Negotiator: General Counsel  
Under Negotiation: Price and Terms

**4.5 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82925 Avenue 52, Coachella, CA (10 acres on South-West Corner)  
Agency Negotiator: General Counsel  
Negotiating Parties: Congregation Kohanim Immitvas Hamoadim, Inc.  
Under Negotiation: Price and Terms

**4.6 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)  
Three (3) potential case

**4.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)  
Three (3) potential case

**ADJOURNMENT OF CLOSED SESSION**

Reconvene to open session 12:15 pm

Attorney Carlos Campos reported: That the board established an ad hoc personal commission consisting of trustees Rosales and Vossler.

**ADJOURNMENT**

**NEXT MEETING TIME, DATE AND LOCATION** Next scheduled meeting is: January 12, 2021, 8am.

Respectfully Submitted,

Kathryn Herrera,

Clerk of the Board Coachella Valley Cemetery District

Approved: 1/12/2021 BOD Mtg

**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

**Coachella Valley Public Cemetery District  
Board of Trustees Special Meeting Minutes  
October 24, 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, October 24, 2020 at 1:00 p.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was conducted via teleconference by Zoom.

Meeting ID: 867 2972 0448 Password: 042632

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 23, 2020 by the General Manager.

**CALL TO ORDER, ROLL CALL**

Chairman Ernesto Rosales called the meeting to order at 1:02 pm, those in attendance were as follows:

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

Directors Present via Zoom: Trustees Bruce Underwood & Marcos Coronel \*\* (joined meeting at 1:06 p.m. for closed session)

Directors Absent: None

Add'l Participants present: Lee Kestell, General Manager

Add'l Participants via zoom: Carlos Campos & Joe Ortiz, District Counsel with Best, Best & Kreiger

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

**ADDITIONS TO THE AGENDA**

None

**General session adjourned to Closed session at 1:04 p.m. for the purposes listed below:**

**\*\* Trustee Coronel joined closed session via zoom 1:06 p.m.**

**1.1 PUBLIC EMPLOYEE APPOINTMENT**

**Title: General Manager**

**1.2. PUBLIC EMPLOYEE EVALUATION**

**Title: General Manager**

**1.3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Significant Exposure to Litigation, pursuant to Government Code**

**54956.9 (d)(2)/(e)(1)**

**One (1) potential case**

**1.4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Initiation of Litigation, pursuant to Government Code**

**54956.9(4)**

**One (1) potential case**

**Closed session adjourned at 2:05 p.m.**

**General session resumed at 2:07 p.m.**

Carlos Campos Legal Counsel with Best, Best and Krieger reported that direction was given and no reportable action was taken.

**ADJOURNMENT**

Meeting adjourned at 2:08 p.m.

Respectfully Submitted,

Judy Vossler

Vice Chair

Coachella Valley Cemetery District

Approved: 11/10/2020 BOD Mtg

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
October 13, 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, October 13, 2020. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was conducted via teleconference by Zoom.

Meeting ID: 815 4906 6921 Password: 720555

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, October 9, 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 8:04 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 Bruce Underwood & Marcos Coronel\*\* (joined 8:34 a.m.)

Directors Absent: None

Add'l Participants present: Lee Kestell, General General Manager, and Kathryn Herrera, Clerk of the Board

Add'l Participants via zoom: Carlos Campos, District Counsel with Best, Best & Kreiger

Add'l Participant for Public Comment: Susie Del Toro, attended in person

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

Susie Del Toro with Freedom Flags for Family purchased signs for posting with regards to security cameras in preparation of Veterans Day services. The cemetery will post by 10/16/2020 and reimburse Ms. Del Toro for signage. Ms. Del Toro also brought up the gopher issue. Additionally, thanked the cemetery for the trimming around the headstones.

Bruce Underwood inquired on 2 RFP's: Investments and Roads. These 2 items have already been approved in a previous Board Meeting.

## **ADDITIONS TO THE AGENDA**

None

## **CONSENT CALENDAR**

### **Board Minutes and Finance and Administration**

Chair Bruce Underwood requested the items listed below be brought forward for approval as separate items.

#### **Board Minutes**

##### **1.1 Special Meeting – September 15, 2020**

Motion: Vossler  
2<sup>nd</sup>: Underwood  
Discussion: None  
Yes: Rios, Rosales, Underwood, Vossler  
No: None  
Absent: Coronel  
Abstain: None

##### **1.2 Finance and Administration**

Approval of Expenditures Check Nos. #24436 – 24529

Underwood had an inquiry on check no. 24491 payable to McKeever Water Well in the amount of \$36,819.00 – General Manager Kestell reported of the emergency situation in July due to pump failure – expense approved by the chair and vice chair. All is repaired and working.

#### **Investment Report**

Underwood inquired about unfunded liabilities. He requested consistent future reporting. Investment report was approved.

Motion: Vossler  
2<sup>nd</sup>: Rios  
Discussion: As per above  
Yes: Rios, Rosales, Underwood, Vossler  
No: none  
Absent: Coronel  
Abstain: None

## **BOARD ACTION ITEMS**

### **2.1 Dia de los Muertos Virtual Event Proposal**

Annual Dia De Los Muertos has been cancelled due to the COVID 19 Pandemic, thus, a proposal from SR Social media was presented to the board for a Virtual Dia De Los Muertos. A representative from SR Social Media was not present. The board established a sub-committee of Chair Ernesto Rosales, General Manager Lee Kestell and Community Member Susie Del Toro. The sub-committee was directed to review the proposal and set a budget to not exceed \$7,000.00 and get legal approval for the contract.

Motion: Vossler  
2<sup>nd</sup>: Underwood  
Discussion: As per above  
Yes: Rosales, Underwood, Vossler  
No: Rios  
Absent: Coronel  
Abstain: None

**2.2 Dia de los Muertos Budget approval – Riverside County Sheriff Department**

The estimate submitted from Riverside County Sheriff Department for the dates 10/31, 11/1, 11/2 is for crowd control and enforcement for 30 hours of sheriff service for the weekend of Dia de los Muertos. Budget approved for \$10,000.00.

Motion: Underwood  
2<sup>nd</sup>: Vossler  
Discussion: None  
Yes: Rios, Rosales, Underwood, Vossler  
No: none  
Absent: Coronel  
Abstain: None

**2.3 Press Release for Dia De Los Muertos**

Press release submitted by Vice Chair Vossler to be used as a fact sheet for the event sub-committee. The sub-committee can edit as needed for the 2020 Dia de los Muertos event. Per Vossler, De Ann Lubell, local public relations agent will use her media list and distribute on behalf of sub-committee/cemetery at no charge.

Press release accepted by Board.

\*\* 8:34 a.m. Chair Coronel present at this point in time.

**INFORMATIONAL ITEMS**

**3.1 General Manager Update**

Request by General Manager Kestell to move this agenda item to closed session

**Board convened to Closed session at 8:36 am for the purposes listed below:**

**CLOSED SESSION**

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).

**4.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

Four (4) potential cases

**4.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)  
Three (3) potential case

**10:02 a.m. reconvened to General Session**

Action from closed session reported via Carlos Campos Legal Counsel with Best, Best and Krieger: Received direction from board and no reportable action was taken on items 4.1 & 4.2 Additionally an urgency item was added to closed session after the agenda was posted. Legal Counsel requests a motion to add to closed session agenda:

**4.3 PUBLIC EMPLOYER APPOINTMENTMENT – GENERAL MANAGER**

As directed by Legal Counsel

- Motion: Rios
- 2<sup>nd</sup>: Vossler
- Discussion: None
- Yes: Coronel, Rios, Rosales, Underwood, Vossler
- No: None
- Absent: None
- Abstain: None

**Board reconvened to Closed Session at 10:08 am for the purposes listed below:  
PUBLIC EMPLOYER APPOINTMENTMENT – GENERAL MANAGER**

**10:28 a.m. board reconvened to general session**

Carlos Campos Legal Counsel with Best, Best and Krieger reported the following announcement: Received Letter of Resignation from General Manager Kestell effective December 11, 2020. The District will start searching for replacement.

**BOARD/GENERAL MANAGER UPDATE/COMMENT**

None

**ADJOURNMENT**

Meeting adjourned at 10:30 a.m.

**NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: November 10, 2020 - 8:00 am, Cemetery Office.

Respectfully Submitted,  
Kathryn Herrera, Clerk of the Board  
Coachella Valley Cemetery District  
Approved: 11/10/2020 BOD Mtg



**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 Día 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.  
2<sup>nd</sup>: 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  
2<sup>nd</sup>: 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  
2<sup>nd</sup>: 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  
2<sup>nd</sup>: 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  
2<sup>nd</sup>: 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  
2<sup>nd</sup>: 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

**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

Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
June 9, 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, June 9, 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, June 5, 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: Bruce Underwood, and Marcos Coronel, Trustees

Directors Absent: None

Add'l Participants present: Lee Kestell, General Manager, and Kathryn Herrera, Clerk of the Board (clerk arrived after ....)

Add'l Participants via zoom: Carlos Campos, District Counsel with Best, Best & Kreiger

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

No public comments

**ADDITIONS TO THE AGENDA**

None

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

**BOARD MINUTES**

Regular meeting – May 12, 2020

Motion: Rios

2ND: Vossler

Discussion: none

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: none

Abstain: none

\*\* Motion Carries

**FINANCE AND ADMINISTRATION**

Expenditures #24240-24303

Rios inquired on Trustee Coronel’s repayment for \$38.70 mailing charges to attorney Campos. Discussion followed regarding reimbursement policy; clarification needed.

Discussion regarding timeline for distribution of the board agenda ensued. Chair Rosales stated that distribution is, and will be, within legal guidelines. Coronel requests more time for questions and responses from staff. Rios expressed to Coronel that many of his questions are repetitive, redundant and/or have previously been taken care of. Further, the volume of questions bogs down and overwhelms the busy small staff. Chair Rosales stated that Coronel has never been denied information.

Motion: Rios  
2ND: Vossler  
Discussion: as per above  
Yes: Rios, Rosales, Vossler  
No: none  
Abstain w/out explanation: Coronel, Underwood  
\*\* Motion Carries

**BOARD ACTION ITEMS**

**2018/2019 Fiscal Audit presented by David Farnsworth (via phone& zoom)**

David Farnsworth reported he worked with staff and Kestell onsite for 5 days and had conversation with Chair Rosales and Co-Chair Vossler for basic inquiries. Trustee Coronel reported he initiated a 1½ hour telephone call with Auditor. Vossler asked if Chair was aware of the call; Coronel said he did not need the Chair’s permission. Vossler questioned the practice of any board member calling an auditor or other vendor without board/staff awareness.

Farnsworth shared a slide presentation via telephone and reported a “clean opinion.” Farnsworth reviewed his format, February field work and the process of sampling that led to his conclusions.

- Farnsworth reported the CV Cemetery District’s two biggest expenses are salaries and supplies and said the “District is solvent.”
- Discussion ensued re: Due To/Due From, monies owed to the endowment account from general account which was reported in all past audit reports for years back. Farnsworth believes the non-transfer was an oversight years ago and has been carried on the books through past audits. Consensus was the money should be transferred to the endowment account. Kestell reported conversation is in process with Osborne Rincon CPAs regarding this matter. Kestell reported that during his management, \$15,000 is automatically paid to the endowment fund monthly. Questions arose about interest on the money. Attorney Campos was asked to research the matter and report back at the next scheduled meeting.

Auditor was pleased to work with Lee and staff and wrapped up with the following recommendations per slideshow and conclusions:

Recommendations:

1. Perform yearly inventory of vaults and large equipment.
2. District name should be engraved on large dollar equipment
3. Have a worksheet to show the cumulative preneed liability balance. The worksheet should have the following: Customer name, Date of Preened, Total amount, Date of burial
4. Review quarterly tax returns to ascertain the taxes are being paid
5. Create a travel policy with spending thresholds

6. The Board should implement or create a process for the GF to replenish the endowment fund \$270,308.

**Conclusions:**

This presentation was an overview of the financial highlights of the District. If you would like to review further, please see the FY 2019 audit report. It was a pleasure to work with Lee and team. I thank them for providing the information needed to complete the audit. Farnsworth offered his training and education series.

**Discussion:** Trustee Underwood added there is a goal to achieve District of Distinction.

Rios expressed the need for a Capital Replacement Program which the Kestell said he is preparing and will present in the future with the State of the Cemetery report.

**Motion:** Coronel to Approve the annual audit, post the audit and the slide presentation to the District's website.

**2ND:** Rios

**Discussion:** as per above

**Yes:** Coronel, Rios, Rosales, Underwood, Vossler

**No:** none

**Abstain:** none

**\*\* Motion carries**

**Memorial Day Wreaths Stolen**

In the essence of time, item 2.4 was moved up to accommodate the guest speaker Susie Del Toro, Founder Freedom Flags for Families. Mrs. Del Toro thanked Kestell for support, displayed a sample wreath, said she places wreaths on 1,500 veterans' graves, three times a year: Memorial Day, Veterans Day, Christmas, funded by her family.

She reported that she and volunteers most recently set wreaths on Thursday and Friday before Memorial Day 2020. On Monday, Memorial Day, she visited the cemetery and saw that 75 wreaths (cost \$25 each) were missing, presumed stolen. She has since filed a police report.

Mrs. Del Toro's request is for security cameras or security on site.

Chair Rosales thanked Mrs. Del Toro for her efforts and expressed sadness regarding missing wreaths. Further, he said that is an ongoing problem at all cemeteries.

Rios stated there is no electrical to accommodate security cameras. It was agreed that Chair Rosales, Coronel and Kestell will meet to explore "opportunities" and report to the board and Mrs. Del Toro in a timely manner.

**Credit Card Policy Approval**

Legal Counsel advised the board that a policy is already in effect however a procurement policy will follow at the July 2020 board meeting, the matter and procurement policy will be moved/brought forth to the July 2020 Agenda.

**CERF Program - COVID 19 Emergency Response Fund**

**\*\*The findings presented by legal counsel indicate as per the memorandum provided by Best Best & Krieger dated May 26, 2020 Re COVID 19 Relief Fund Applicable fees: "The District may not waive any portion of the standard \$2,700.00 internment fee amount. The only fees that the District charges that may be covered by the fund are the**

headstone setting fee (\$200-300), the canopy fee (\$50) and the chair setting fee (\$1 per additional chair beyond 8 chairs)”

The Health & Safety Code(9803D) referenced above states:

(a) In addition to the other fees authorized by this part, a board of trustees may charge a fee to cover the cost of any other service that a district provides or the cost of enforcing any regulation for which the fee is charged. No fee charged pursuant to this section shall exceed the costs reasonably borne by the district in providing the service or enforcing the regulation for which the fee is charged.

(b) Notwithstanding Section 6103 of the Government Code, a board of trustees may charge a fee authorized by this section to other public agencies.

(c) A board of trustees may charge residents or persons who pay property taxes on property located in the district a fee authorized by this section that is less than the fee that it charges to nonresidents or non-taxpayers.

(d) A board of trustees may authorize district employees to waive the payment, in whole or part, of a fee authorized by this section when the board of trustees determines that payment would not be in the public interest. Before authorizing any waiver, the board of trustees shall adopt a resolution that specifies the policies and procedures governing waivers.”

A fee “authorized by this section” is a fee that is different than and supplemental to interment and/or endowment fees. Therefore, the only fees that the Board could waive are miscellaneous fees such as headstone setting fees, canopy use fees, and additional chair use fees. As noted above, the canopies and extra chairs are not currently being offered, but canopies may be offered in the upcoming weeks.

\*\*The minutes as noted above are direct from the memorandum provided by Best Best & Krieger dated May 26, 2020 Re COVID 19 Relief Fund Applicable fees.

The Coachella Valley Public Cemetery District currently provides at no charge a canopy and 2 additional chairs.

Motion: Vossler – to dissolve process of the CERF program as it is not viable  
2ND: Rios  
Discussion: Coronel & Underwood would like to move forward with some proceeds for CERF Program

\*\*Substitute motion as listed below proposed by Coronel

1<sup>st</sup> Substitute

Motion: Coronel - change fee schedule retroactive to May 12 and lower fees by \$1,000.00 and keep progress moving forward and try and find funds from other places  
2ND: Underwood  
Discussion: Underwood says it would be disingenuous to public to stop proceedings  
Yes: Coronel, Underwood  
No: Rios, Rosales, Vossler  
Abstain: none

\*\* Motion does not carry

2<sup>nd</sup> substitute

Motion: Coronel - allocate up to \$500.00 for CERF Program retroactive to May 12  
2ND: Underwood  
Discussion: Rios says with no substantial facts he would still vote no

Yes: Coronel, Underwood  
No: Rios, Rosales, Vossler  
Abstain: none

\*\* Motion does not carry

3<sup>rd</sup> substitute

Motion: Coronel - authorize Underwood and Coronel to seek funding from Desert Health Care District and County Supervisor Zip Funds and any other emergency funds to reach the goal of the CERF Program  
2ND: Underwood  
Discussion: Coronel indicated Desert Health Care District requires a letter of intent from the CVCPD to submit for an application; because as an individual he cannot seek out their funds  
Yes: Coronel, Underwood  
No: Rios, Rosales, Vossler  
Abstain: none

\*\* Motion does not carry

Original Motion:

Motion: Vossler – to stop any forward progress on the CERF Program which will end the proposal to this point  
2ND: Rios  
Discussion: Coronel & Underwood would like to move forward with some proceeds for CERF Program  
Yes: Rios, Rosales, Vossler  
No: Coronel, Underwood  
Abstain: None

\*\* Motion carries

**2020/2021 Budget Approval**

The proposed budget with total operating expenses at \$2,056,900.00 was reviewed by Board which provided input from County actuator and David Farnsworth, CPA

Motion: Vossler  
2ND: Coronel  
Discussion: Kestell was asked to include an organizational chart with positions at the July 2020 meeting. Salaries and Landscape Contractors will need to be adjusted accordingly to comply with AB5.  
Yes: Rios, Rosales, Vossler  
No: Coronel, Underwood  
Abstain: none

\*\* Motion carries

**Sheriff's Department Disinterment**

As per the summary in the Board agenda which stated the Riverside Coroner's office would like to disinter 2 graves for DNA analysis of County Indigents. The fiscal impact would be \$350.00 for each dis-internment which was a fee established prior to Kestell being hired.

- Motion: Coronel – to deny the fee as proposed and charge basic costs as per the current cemetery fee schedule with no other consideration.
  - 2ND: Underwood
  - Discussion: as per above
  - Yes: Coronel, Rosales, Underwood
  - No: Rios, Vossler
  - Abstain: None
- \*\*Motion carries with no discounted fees to Coroner's Office**

Board Trustee Rios excused himself from the meeting at 11:17am

**Amendment to Maintenance Contract**

The Amendment dated June 4, 2020, between COACHELLA VALLEY PUBLIC CEMETERY DISTRICT and Vintage Associates Inc. for Landscape Maintenance to amend to be a month to month contract as of July 1, 2020 and thereby renewing each subsequent month thereafter. Additionally, parties agree they may terminate the Agreement without giving cause by giving thirty days written notice. All other terms/conditions of contract shall remain in full effect.

Legal counsel briefed all members of the amendment.

- Motion: Vossler – to approve amendment as presented by Legal Counsel
  - 2ND: Rosales
  - Discussion: prevailing wages to be discussed with next year's contract
  - Yes: Rosales, Vossler
  - No: Coronel, Underwood
  - Absent: Rios
  - Abstain: None
- \*\*Motion does not carry however the current contract carries on automatically for 1 year with 30-day termination provision**

- 2<sup>nd</sup> Motion: Coronel, - to Sign amendment with addition that Vintage Associates will be in compliance with prevailing wages effect immediately and retroactive to May 1. The Board wishes are to be compliant with prevailing wages and to continue with the RFP process immediately
  - 2ND: Vossler
  - Discussion:
  - Yes: Coronel, Rosales, Underwood, Vossler,
  - No: none
  - Absent: Rios
  - Abstain: None
- \*\*Motion carries**

**INFORMATIONAL ITEMS**

**General Manager Update**

None to review due to time restraints

Chair Rosales excused himself from the meeting at 12:00pm

**General Counsel Update – Manual of Procedure/Board Manual**

Due to time restraints this item was moved to accommodate closed session upon returning nothing was reported as meeting was adjourned

**CLOSED SESSION**

**4.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

Three (3) potential case

**4.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

Three (3) potential case

No reportable actions were taken

**BOARD/GENERAL MANAGER COMMENTS/QUESTIONS**

None to review due to time restraints

**ADJOURNMENT**

Meeting adjourned at 12:21pm

**NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: July 14, 2020 - 8:00 am, Cemetery Office.

Respectfully Submitted,

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved: 09/15/2020 BOD Mtg



Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
May 12, 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, May 12, 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, May 8, 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 and Judy Vossler, Vice-Chair

Directors Present

Via Zoom: Bruce Underwood, John Rios and Marcos Coronel, Trustees

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

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

All 15 comments read were sent in via email. Email comments Schedule 'A' attached hereto were regarding:

1 comment: Increase of mosquitos

14 comments: in response to the COVID 19 Emergency Response Fund (CERF) agenda item

**ADDITIONS TO THE AGENDA**

None requested

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

**BOARD MINUTES**

Regular meeting – April 14, 2020

Motion: Rios  
2ND: Vossler  
Discussion: none  
Yes: Vossler, Underwood, Rios, Rosales  
No: none  
Absent: none  
Abstain: Coronel

**FINANCE AND ADMINISTRATION**

Expenditures #24173-24239 22:51

Motion: Vossler  
2ND: Coronel  
Discussion: Trustee Coronel requested and received clarification on the following items:  
GASB Report, Government Compensation Report, EDD Tax Payment  
Yes: Vossler, Underwood, Rios, Rosales, Coronel  
No: none  
Absent: none  
Abstain: none

**BOARD ACTION ITEMS**

**COVID 19 Emergency Response Fund (CERF):**

Trustee Coronel requested to establish and develop the COVID 19 Emergency Response Fund (CERF) in the amount of \$300,000.00 to provide economic/financial relief to district residents.

After Trustees discussion it was so proposed that \$100,000.00 would be set aside to use for COVID-19 & excess related deaths; Customers would be required to pay the lot and endowment fees, all other fees would be reviewed for consideration of assistance via trustee's approval thru a sub-committee.

Economic assistance would be available now thru Aug 31, 2020. Legal counsel must review and provide final implementation guidelines. A report on how the assistance is granted will be provided to the Board.

Motion: Rosales  
2ND: Underwood  
Discussion: Legal issues of the Health and Safety code may apply to this relief; legal counsel will review and advise the board prior to use of allocated funds. All Trustees provided comments and concerns. Fee waiver not to be retroactive.  
Yes: Vossler, Coronel, Underwood, Rios, Rosales  
No: none  
Absent: none  
Abstain: none

**Approval for District counsel to Draft Credit Card Usage Policy (Agenda item 2.2)**

**Approval for District counsel to Draft Procurement Policy (Agenda item 2.3)**

**Approval for District counsel to Draft Code of Conduct/Commissioner Manual (Agenda item 2.4)**

Motion: To approve above items 2.2-2.4 as presented

2ND: Rios

Discussion: Legal counsel will present item for Board presentation and review at the June 2020 Board Meeting

Yes: Coronel, Vossler, Rios, Rosales

No: none

Absent: none

Abstain: none

\*\* Trustee Underwood not present for roll call vote – soon returned to meeting

**INFORMATIONAL ITEMS**

**2020/2021 Budget Draft Discussion/Review**

Draft Budget presented for board review, received and filed. Trustees and General Manager will continue to fine tune the proposed budget and revise based on the Covid-19 Relief proposal.

**GM Project list update:**

New hours for visitation of grounds went into effect on May 8, 2020 - new hours are 5am to 5pm. Signs have been posted throughout the cemetery to advise the public of changes; Board members suggested hours 5am to 6pm to accommodate general working hours.

New Computer system should be operating by the June 2020 board meeting.

**CalPers Unfunded Liability**

Trustees would like to set a goal to see the unfunded accrued liability brought down by 1/3 and eventually reduce to zero balance over the next 3 years, continue to inform Trustees of this progress on a regular basis.

**Wells Fargo Advisors Investment**

Trustee Underwood suggests to be routinely informed on the cemetery accounts. Possibly explore a bank change via bid process.

Manager and Trustees can consider Bonds coming due to be cashed out for street project, which will require a RFP. Project direction given by the board for legal counsel and the general manager to proceed and present to board within the next 2 meetings.

**CLOSED SESSION**

No Items for review

**BOARD/GENERAL MANAGER COMMENTS/QUESTIONS**

General Manager reported that this 2020 year there will be no Memorial Day service, it has been cancelled due to Covid-19

Trustee comments:

Underwood - virus can come back and urges caution

Rios - provide more spacious location for next meeting possibly breakroom

Coronel - Thanks to all for the public comments regarding the Covid-19 Proposal

Rosales: Consider in future a Covid-19 memorial service to properly mourn with mass service

**ADJOURNMENT**

With no further business, Chairman Rosales adjourned the meeting at 10:05 am.

**NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: June 9, 2020 - 8:00 am, Cemetery Office.

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

Approved: \_\_\_\_\_ BOD Mtg

May 11, 2020

VIA EMAIL:

General public comments email: [coachellacemetery@gmail.com](mailto:coachellacemetery@gmail.com)

Trustee Dr. Bruce Underwood: [doctor@bruceunderwooddrph.com](mailto:doctor@bruceunderwooddrph.com)

Trustee Marcos Coronel Jr. [marcos.coronel1@outlook.com](mailto:marcos.coronel1@outlook.com)

Trustee John Rios: [jmrios20@verizon.net](mailto:jmrios20@verizon.net)

Trustee Ernesto Rosales, Chairperson: [ernestorosales@gmail.com](mailto:ernestorosales@gmail.com)

Trustee Judy Vossler, Vice Chairperson: [judyvossler@aol.com](mailto:judyvossler@aol.com)

General Manager Leland Kestell: [cvcemetery.lee@gmail.com](mailto:cvcemetery.lee@gmail.com)

Dear Honorable Trustees and General Manager:

I am a Councilmember in the City of Coachella; District 66 Regional Council representative to the Southern California Association of Governments (for Coachella, Blythe, Indio, and La Quinta); as well as a civil rights attorney, business owner, community advocate, and mother. I contact you to share my support for your proposed allocation of funding to cover burial costs in the wake of the COVID19 crisis, due to the substantial benefit it will provide to our shared communities of interest.<sup>1</sup>

Thank you first and foremost for all of your service and hard work to the cemetery district; I know that it too often goes unnoticed that you and your colleagues help our families through some of the most difficult moments of their lives. I also recognize and appreciate that your work will be even harder in the coming months, as too many of our families will lose loved ones due to the COVID19 pandemic.

I truly appreciate the proposal that you have brought forth for your May 12, 2020 meeting (Item 2.1), which would potentially allocate up to \$300,000 of your budgeted funds to offset burial costs for families whose loved ones pass away during the COVID19 emergency. I understand that you already have some financial support infrastructure in place for similar cases, but the

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<sup>1</sup> Nothing in this letter represents, nor is intended to represent, the views or opinions of the City of Coachella or any other city, elected official, or association of governments.

instant pandemic presents new and escalated challenges to all of us. This additional support will not only alleviate a small piece of the strain placed upon families tragically impacted by COVID19, but also assist to fill gaps that will be presented by our community members' inabilities in the current environment to raise burial funding through common practices such as car washes.

As an elected official and business owner, I truly appreciate the challenges in budgeting and balancing costs and benefits—particularly in the midst of crisis. However, I believe that the pandemic warrants allocation and reallocation of funds that we might have otherwise used for other purposes in our jurisdictions, so that we may address the grave losses and challenges that COVID19 is presenting to us.

We will appreciate your thoughtful consideration of this item and will count on your affirmative vote to make it into reality. People are depending on all of us as elected leaders to make the right decisions in this crisis to provide critical support now, so that our community members have better chances of personal and economic recovery in the near(er) future.

Sincerely,



Megan Beaman-Jacinto  
Coachella City Councilmember

mbjacinto@coachella.org | 442-241-5605 (c) | 1515 6<sup>th</sup> Street, Coachella, CA 92236

5/12/2020



C.V. Cemetery <coachellacemetery@gmail.com>

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**KESQ: Coronavirus Agenda Item question**

1 message

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Madison Weil <madison.weil@kesq.com>  
To: coachellacemetery@gmail.com

Tue, May 12, 2020 at 6:40 AM

Hello,

My name is Madison Weil I'm a reporter with KESQ News Channel 3 here in the Coachella Valley covering this agenda item in our newscast later today. My question is if approved, will this new fund help families with the cost of funerals or just the cost of burials on location? Trying to clarify for our audience either way.

Thanks so much for the help and consideration.

Madison Weil  
Reporter  
KESQ News Channel 3 & CBS Local 2  
C: (760) 578-1517

SCHEDULE 'A' - 4 OF 16

5/12/2020

Gmail - Public Comments: CV Public Cemetery District funds \$300,000 cover burial expenses



Leland Kestell <cvcemetery.lee@gmail.com>

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**Public Comments: CV Public Cemetery District funds \$300,000 cover burial expenses**

1 message

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Maribel Nunez <maribalnunez.csp@gmail.com>

Mon, May 11, 2020 at 3:59 PM

To: coachellacemetery@gmail.com, doctor@bruceunderwoodrph.com, marcos.coronel1@outlook.com, jmrrios20@verizon.net, ernestorosales@gmail.com, judyvossler@aol.com, cvcemetery.lee@gmail.com

Hello Coachella Valley Public Cemetery District Board Members:

In behalf of California Partnership, who is a statewide economic justice coalition and serve the Coachella Valley region. I want to submit public comments I want to ask for your meeting tomorrow agenda item Coachella Valley Public Cemetery District \$300,000 of this district funds to help cover burial expenses for families who tragically lose their loved ones to COVID19. The burial cost per family is about \$2,700, so this allocation could potentially assist with up to 111 burials (and of course we hope that number would never be reached). If it can covers families that live in the area of La Quinta, Indio, Coachella, and all of the unincorporated eastern communities all the way to Chiriaco.

Best,  
Maribel Nunez  
California Partnership Executive Director  
(562) 569-4051

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5/12/2020

Gmail - Submission for Public Comment



C.V. Cemetery <coachellacemetery@gmail.com>

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**Submission for Public Comment**

1 message

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**Erick Lemus** <elemus.cap@gmail.com>  
To: Coachellacemetery@gmail.com

Mon, May 11, 2020 at 11:11 PM

Hello,

My name is Erick Lemus. I am the Coachella Valley Organizer for California partnership. We are a state wide organization combating poverty through a health and human services lense

My public comment is for the agenda item regarding funding for families in the east valley due to Covid-19. On behalf of our most vulnerable communities, we would please ask that the \$300,000 for funding be a priority to be allocate to east valley families. These are uncertain times for many people. Many of our east families are having to choose between health and housing. This funding would not only help families in need but would help our community at large to be at peace that the cemetery district is working to help those in need.

We thank you and we will be watching closely.

All the best.

SCHEDULE 'A' - 6 OF 16

5/12/2020

Gmail - FW: Coachella Valley Public Cemetery District burial services relief fund: CV Public Cemetery District



Leland Kestell <cvcemetary.lee@gmail.com>

**FW: Coachella Valley Public Cemetery District burial services relief fund: CV Public Cemetery District**

1 message

Marcos Coronel <marcos.coronel1@outlook.com>

Mon, May 11, 2020 at 11:09 PM

To: Leland Kestell <cvcemetary.lee@gmail.com>, Carlos Campos <Carlos.Campos@bbklaw.com>

Cc: "doctor@bruceunderwoodrph.com" <doctor@bruceunderwoodrph.com>

Hello Leland,

This email was sent to us as part of public comment; I wanted to make sure it gets added to the record.

Thank you,

Marcos

**From:** Sergio Carranza <scarranza@pucdc.org>

**Sent:** Monday, May 11, 2020 3:41 PM

**To:** 'doctor@bruceunderwoodrph.com' <doctor@bruceunderwoodrph.com>

**Cc:** 'marcos.coronel1@outlook.com' <marcos.coronel1@outlook.com>

**Subject:** Coachella Valley Public Cemetery District burial services relief fund: CV Public Cemetery District

Dear Dr. Underwood,

On behalf of Pueblo Unido CDC, I am writing this email in support to the proposed burial service fund. At this unprecedented time, many farmworker and low-income families will be severely impacted by the pandemic. These communities are the most vulnerable population that are currently exposing their health as essential workers that sustain our food system.

Pueblo Unido CDC is a non-profit organization that serves these communities and is currently assisting through food distribution, and awareness campaign to endure the pandemic. The burial services relief fund will be a resource to an unexpected loss due to the covid-19. I thank you in advance for your solidarity and great effort to bring dignity to many families in the eastern Coachella Valley,

Sincerely,

Sergio Carranza

Executive Director

Pueblo Unido CDC

78150 Calle Tampico, Suite 214 | La Quinta, CA 92253

P (760) 777-7550 ext. 102 | F (760) 771-0271

5/12/2020

SCHEDULE 'A' - 7 OF 16  
Gmail - buriel



C.V. Cemetery <coachellacemetery@gmail.com>

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**buriel**

1 message

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Elizabeth Good <dreamcad1@aol.com>

Mon, May 11, 2020 at 2:53 PM

Reply-To: Elizabeth Good <dreamcad1@aol.com>

To: "coachellacemetery@gmail.com" <coachellacemetery@gmail.com>

I can't believe all the people who do not plan ahead to cover the cost of burial as we will all be there someday. My family was insurance poor but we always paid our way. No I am not for anymore freebies, our government has already gone overboard & we will be playing catch up for years to come. did I read right the general manager got a 90% raise & compensation package? We should all be so lucky this is definately ridiculous!

SCHEDULE 'A' - 8 OF 16

Gmail - Executive order N. 29-20

5/12/2020



C.V. Cemetery <coachellacemetery@gmail.com>

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**Executive order N. 29-20**

1 message

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mcrismorena@hotmail.com <mcrismorena@hotmail.com>  
To: coachellacemetery@gmail.com

Mon, May 11, 2020 at 5:00 PM

Greetings and well-being to the members of the Coachella Valley Public Cemetery District.

Thank you for the services you provide for families in the Coachella Valley always.

I'm reaching out as a concerned member of the community. You know more than anyone the financial costs of loosing a loved one. There are many people in our community in dire need of financial support in the midst of this global pandemic who are not just dealing with the emotional and physical loss of a loved one. Some have lost jobs, are far behind on rent/mortgage, bills, etc. I am aware of a private Cemetery is overwhelmed with requests for financial assistance. I don't know what they are doing to deal with it.

It is in times of crisis that people and institutions have the opportunity to show our strength and character, please do as much as possible to provide some financial relief for those suffering and carrying a heavier burden than those of us limited to confinement.

Thank you in advance for your consideration.

Maria Cristina Mendez



SCHEDULE 'A' - 10 OF 16

5/12/2020

Gmail - PUBLIC COMMENTS TO BE READ ALOUD - Item/topic: Public Comment/3.1 Budget



Leland Kestell <cvcemetary.lee@gmail.com>

**PUBLIC COMMENTS TO BE READ ALOUD - Item/topic: Public Comment/3.1 Budget**

1 message

**B Anderson** <BAndersonranchomirage@hotmail.com>  
To: "coachellacemetery@gmail.com" <coachellacemetery@gmail.com>  
Cc: Leland Kestell <cvcemetary.lee@gmail.com>

Mon, May 11, 2020 at 11:00 PM

Coachella Valley Public Cemetery District (CVPCD)  
82925 Ave. 52  
Coachella, CA. 92236  
(760) 398-3221  
Attn: Clerk of the Board/Board Members

Re: Written letter (email) to be "READ ALOUD AT THIS MEETING" and entered in to the Public record for the Coachella Valley Public Cemetery District Board meeting held on May 12, 2020 - Item/topic: Public Comment / 3.1

Dear CVPCD Board Members,

Please be advised that areas of the Coachella Valley have shown increases in Mosquitoes. Please reduce the threat of mosquito bites or worse - by eliminating standing water. Thank you

It was noticed that the CVPCD Board meeting agenda lacked the availability to participate in the CVPCD Public meetings by telephone. Please consider reviewing all potential methods that would allow the General Public the opportunity to observe and or participate in the CVPCD meeting(s). Please choose options that wouldn't add any additional financial burden onto Residents (locally sourced telephone number/toll-free)

Please also consider allowing the Public easy (potentially included with the Webpage Agendas) access to all Board Packet(s) (example: Draft Budget).

As you are aware, Public meeting held away from District Headquarters (No Public access) limits the Public's abilities to retain CVPCD Board reports prior to Board meetings.

Sincerely,

Brad Anderson | 760.409.9434 (Cell)



Our Lady of Perpetual Help Church  
45-299 Daglet Noor St.  
Indio, CA 92201  
(760) 347-3507

May 1<sup>st</sup>, 2020

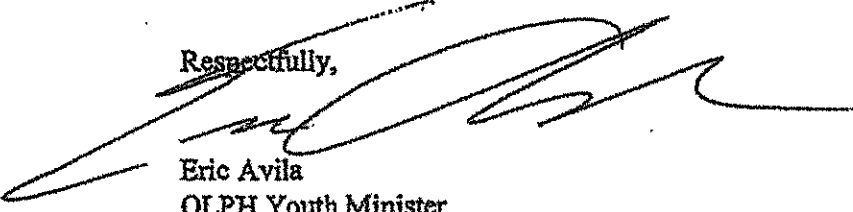
To Whom It May Concern,

I am writing this letter in support of the COVID-19 Emergency Response FUND (CERF) to help provide relief to the Coachella Valley Cemetery District. As a resident of Indio, CA for over 30 years I have seen countless families reach out for support and attempt to fundraise the funds necessary when a love one passes away. Unfortunately, in 2020 the price of properly mourning and burying a loved one is more than many are prepared to pay at a moment's notice.

Recently with the necessary changes made to help flatten the curve and keep our county safe, it has also put an increased strain with financially being able to support the costs of a burial. Death is inevitable, but unfortunately our society continues to add a cost to one of life's unfortunate requirements. As a community I think it shows more value and responsibility if we gather to support and assist one another in these times than to continue to self-profit. In a time where we are constantly evaluating what is essential and not essential; I find that the CERF project is essential in supporting our Coachella Valley neighbors.

I fully support not only the city of Indio, but the entire Coachella Valley Cemetery District in the development of this emergency relief fund. I pray that if I was in situation where I was unable to properly grieve a loved one's passing, that I too would have been met with this unwavering support.

Respectfully,



Eric Avila  
OLPH Youth Minister  
Indio, CA 92201  
760.347.3507 ext. 125  
eavila@sbdiocese.org

5/11/2020

Gmail - Public Comment



Leland Kestell &lt;cvcemetery.lee@gmail.com&gt;

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**Public Comment**

1 message

Jazmin Ibarra &lt;jazminiba17@gmail.com&gt;

Mon, May 11, 2020 at 2:00 PM

To: "cvcemetery.lee@gmail.com" <cvcemetery.lee@gmail.com>, "doctor@bruceunderwoodrph.com" <doctor@bruceunderwoodrph.com>, "ernestorosales@gmail.com" <amastorosales@gmail.com>, "jmrios20@verizon.net" <jmrios20@verizon.net>, "judyvossler@aol.com" <judyvossler@aol.com>, "marcos.coronel1@outlook.com" <marcos.coronel1@outlook.com>

Dear Honorable Board of Trustees and General Manager:

I am a resident of the city of Coachella and appreciate all that the Cemetery District does to provide services to families in the eastern side of the valley in some of their most difficult moments. Tragically, the pandemic we are experiencing now is heavily impacting communities around the globe, and we know that our families here in the East Valley are also suffering losses.

Recently, I learned of the District's important effort to allocate funding to offset burial costs for families who lose loved ones to COVID-19 (May 12, 2020 Agenda Item 2.1). I truly appreciate this effort and wholeheartedly support it. I understand that the proposed allocation of \$300,000 could potentially provide much-needed relief to more than 100 families, and there has never been a time in recent history in which this type of relief was more needed.

I urge you to vote yes on Item 2.1 to provide our neighbors with critical support in this crisis. This important effort will be a part of your legacy as a leader of the Eastern Coachella Valley.

Sincerely,

Jazmin Ibarra  
53447 Calle Soledad  
Coachella, Ca 92236



5/11/2020

Gmail - Public comment on funds to help cover burial expenses



Leland Kestell <cvcemetery.lee@gmail.com>

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**Public comment on funds to help cover burial expenses**

1 message

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Agustin Arreola <arreolaagustin2@gmail.com>

Mon, May 11, 2020 at 1:28 PM

To: coachellacemetery@gmail.com

Cc: doctor@bruceunderwoodrph.com, marcos.corona1@outlook.com, jmrrios20@verizon.net, ernestorosales@gmail.com, judyvossler@aol.com, cvcemetery.lee@gmail.com

Dear Trustees,

I urge you to please move forward and pass the item on your agenda which will cover the burial expenses on low income families who lose loved ones due to Covid-19. Folks are already in strenuous circumstances, and not having the means to pay for a proper burial would further exacerbate the problems that Covid-19 has had on communities of the Eastern Coachella Valley.

Best,

--  
Agustin Arreola



Leland Kestell <cvcemetary.lee@gmail.com>

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**PUBLIC COMMENT, MAY 12, 2020 AGENDA ITEM 2.1**

1 message

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Jasmin Ceja <jasminceja05@gmail.com>

Sun, May 10, 2020 at 6:34 PM

To: "cvcemetary.lee@gmail.com" <cvcemetary.lee@gmail.com>, "ernestorosales@gmail.com" <ernestorosales@gmail.com>, "jmrrios20@verizon.net" <jmrrios20@verizon.net>, "judyvosler@aol.com" <judyvosler@aol.com>

May 10, 2020

Dear Honorable Board of Trustees and General Manager:

I am a resident of Jasmin Ceja and appreciate all that the Cemetery District does to provide services to families in the eastern side of the valley in some of their most difficult moments. Tragically, the pandemic we are experiencing now is heavily impacting communities around the globe, and we know that our families here in the East Valley are also suffering losses.

Recently, I learned of the District's important effort to allocate funding to offset burial costs for families who lose loved ones to COVID-19 (May 12, 2020 Agenda Item 2.1). I truly appreciate this effort and wholeheartedly support it. I understand that the proposed allocation of \$300,000 could potentially provide much-needed relief to more than 100 families, and there has never been a time in recent history in which this type of relief was more needed.

I urge you to vote yes on Item 2.1 to provide our neighbors with critical support in this crisis. This important effort will be a part of your legacy as a leader of the Eastern Coachella Valley.

Sincerely,

Jasmin Ceja

83833 Corte Solis  
Coachella Ca 92236

SCHEDULE 'A' - 15 OF 16

5/11/2020

Gmail - Public Comment 5/12 Item 2.1



C.V. Cemetery <coachellacemetery@gmail.com>

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**Public Comment 5/12 item 2.1**

1 message

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Rubyd Olvera <rubydolvera19@gmail.com>  
To: coachellacemetery@gmail.com

Sun, May 10, 2020 at 7:21 PM

Dear Honorable Board of Trustees and General Manager,

I am a resident of and appreciate all that the Cemetery District does to provide services to families in the eastern side of the valley in some of their most difficult moments. Tragically, the pandemic we are experiencing now is heavily impacting communities around the globe, and we know that our families here in the East Valley are also suffering losses.

Recently, I learned of the District's important effort to allocate funding to offset burial costs for families who lose loved ones to COVID-19 (May 12, 2020 Agenda Item 2.1). I truly appreciate this effort and wholeheartedly support it. I understand that the proposed allocation of \$300,000 could potentially provide much-needed relief to more than 100 families, and there has never been a time in recent history in which this type of relief was more needed.

I urge you to vote yes on Item 2.1 to provide our neighbors with critical support in this crisis. This important effort will be a part of your legacy as a leader of the Eastern Coachella Valley. We hope you can provide that means so much to our communities.

Sincerely,

Rubyd Olvera  
83149 Date Ave Indio CA 92201



C.V. Cemetery <coachellacemetery@gmail.com>

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**COVID Burials**

1 message

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Donna <dmooresmd@gmail.com>

Mon, May 11, 2020 at 7:40 AM

To: "coachellacemetery@gmail.com" <coachellacemetery@gmail.com>

Great idea to help those who are most hurt by the pandemic. Great way to spend public dollars. GO FOR IT!

Donna Moores,, MD

48-170 Hjorth St

Indio

Sent from Mail for Windows 10

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
April 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, April 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, April 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 and Judy Vossler, Vice-Chair

Directors Present  
Via Zoom: Bruce Underwood, John Rios and Marcos Coronel, Trustees

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

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

**ADDITIONS TO THE AGENDA 7:04**

The items in question would have to be approved by 3 of 5 members of the Board in order to be added to the agenda and acted upon.

Trustee Underwood and Trustee Coronel both requested items to be added to the agenda.

A vote to add and discuss the requested items of Trustee Underwood to the agenda: 2020 budget and PERS liability, COVID 19 decisions and implementations.

Motion: Underwood  
2<sup>ND</sup>: Coronel  
Discussion: Chair Rosales confirmed the items Trustee Underwood has for review will be make it on the next monthly agenda.  
Yes: Underwood  
No: Rosales, Vossler, Rios, Coronel  
Absent: none  
Abstain: none.  
16:32

A vote to add and discuss the requested items of Trustee Coronel to the agenda: A memo presented to the General Manger pertaining to COVID 19 surge; Fees and stipends.

Motion: Coronel  
2<sup>ND</sup>: Underwood  
Discussion: memo presented to manager and attorney from Coronel after the April 2020 agenda was posted, Coronel suggested to add items to agenda and vote. Chair and Vice Chair recommended all members review the contents of the memo Coronel has brought forth and if so needed the Board can request a special emergency meeting to act on. 29:38  
Yes: Coronel, Underwood  
No: Rosales, Vossler, Rios  
Absent: none  
Abstain: none

## **OPEN SESSION**

### **CONSENT CALENDAR**

Items listed below that are considered routine, non-controversial and generally approved in a single motion. 30:53

### **BOARD MINUTES**

Minutes for March 10, 2020

### **FINANCE AND ADMINISTRATION**

Expenditures #24077-24124 (Feb 2020)

Expenditures #24125-24172 (Mar 2020)

Motion: Vossler 33:33  
2<sup>ND</sup>: Rios  
Discussion: Changes to minutes dated March 10, 2020 page 2, paragraph 2 are as follows:  
AB% to AB5  
3000 hours to 300 hours  
Coronel discussion items were on the following: salary table and clarification on action, landscape increase and credit hours, status on software, disinterment requested by Riverside County Coroner be brought to Board for review (item was an information item

in March minutes only no action was ever taken), closed session reporting regarding internal investigation, 41:58

51:31 Additional questions by Coronel regarding Finance and Administration: Footnote comment on expenditures, Home Depot charges, procurement policy, Accountant contract, Auditor report, refund for headstones and policy, property tax payments, mechanic invoices,

Yes: Underwood, Rosales, Rios, Vossler, Coronel  
No: none  
Absent: none  
Abstain: none

#### **BOARD ACTION ITEMS**

None to Report

#### **INFORMATIONAL ITEMS**

COVID 19 Update:

General Manager reports no slowdown in services or revenue, services continue to book, COVID 19 guidelines being followed by families with the help of funeral homes, public restrooms are being sanitized on a regular basis, office as well, outside service contractors and employees all wearing masks and gloves, grounds continue to be maintained and looks beautiful. Staff back to full-time status as of Monday April 20 2020,

GM Project list update:

General Manager reports new interment area (13 North) will be open and ready to sale after April 30, Software system delayed due to COVID 19, Water usage down compared to the 2 previous years.

#### **CLOSED SESSION**

No items. On record to report

#### **BOARD/GENERAL MANAGER COMMENTS/QUESTIONS**

Clarification on Pre-Need contract payments and hold on new contracts, employee's ability to work from home, COVID updates from County to all Board Members, emails/correspondence to be addressed internally and not include outside entities. 1:35:00

#### **ADJOURNMENT**

With no further business, Chairman Rosales adjourned the meeting at 9:44 am.

#### **NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: May 12, 2020 - 8:00 am, Cemetery Office.

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

Approved: May 12, 2020 BOD Mtg

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

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, March 6, 2020 by 230 PM by the Clerk of the Board.

**CALL TO ORDER, ROLL CALL**

Chairman Ernesto Rosales called the meeting to order at 8:00 am, those in attendance were as follows:

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

Directors Absent: Marcos Coronel

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

**Flag Salute**

**Moment of Silence**

Public Comments: None

**ADDITIONS TO THE AGENDA:** No additions were requested.

**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 – Feb 11, 2020

B) Finance and Administration – Not Available for approval. General Manager reported that the Accountant is out on leave.

Motion: J. Rios

Discussion: Vice Chair Vossler reported that an email from Trustee Coronel requesting a change of wording as he felt existing verbiage to be misleading and intent to imply his support. Minutes to be corrected as follows:

page 2 of draft minutes – The Board would like to thank Trustee Coronel for his effort in preparation of a salary table that was not acted upon.



2<sup>nd</sup>: J. Vossler

Yes: E. Rosales, J. Vossler, B. Underwood, J. Rios

No: none

Absent: M. Coronel

Abstain: none

## **BOARD ACTION ITEMS**

### **Approval of Vintage Associates Maintenance Contract price increase due to minimum wage increase**

Staff report distributed; Email from Trustee Coronel dated Mar 9, 2020 10:51 a.m. distributed to Trustees and staff for review. Trustee Underwood's discussion regarding the process and timing for increasing of contractual rates and that he was not in favor of the process and needed more time to understand issues.

Legal Counsel and General Manager explained the 1,200.00 temporary monthly increase was due to the minimum wage law increase in January 2020. Why grave operators have historically been paid above minimum wage; staffing changes due to AB5; posting of proposed open positions; weed-eating 20,000 headstones by Easter, additional Vintage Associate workers for 300 hours at no charge, landscape maintenance contract due for RFP by June and temporary agreements with Vintage Associates until Districts implementation of new structure due to AB5.

Trustee Underwood asked about the recording device – the General Manager said the use of the cell phone has clear reception and is not an issue for G.M. or Clerk of the Board; he agreed to look into the matter.

Motion: J. Vossler

Discussion: motion to approve the Vintage Association Maintenance Contract Amendment, noting that the G.M. has email confirming the additional 300 hours will not be charged to the cemetery.

2<sup>ND</sup>: J. Rios

Yes: E. Rosales, J. Vossler, J. Rios

No: B. Underwood

Absent: M. Coronel

Abstain: none

### **Approval of Amended Bylaws**

Legal Counsel explained that the revision to the Bylaws (B.3) is to clarify the election of officers will be conducted at the first meeting in December in order to take office in January.

Motion: B. Underwood

Discussion: none

2<sup>ND</sup>: J. Rios

Yes: E. Rosales, J. Vossler, B. Underwood, J. Rios

No: none

Absent: M. Coronel

Abstain: none

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

**G.M.'S Project List Update:**

The expansion space for 1,750 double adult graves is nearing completions, tree planting soon.

New software should be complete by the end of April. The new server is in process and will be ready.

Trustee Underwood asked about a Records Retention Policy. General Manager will forward a draft policy to legal counsel for legal revisions. Policy to be reviewed and approved prior to transferring computer records.

March 27, 2020 is the Sara Thomas Run/Walk fundraiser honoring a fallen firefighter; 75 participants expected. This annual event is hosted by her mother: Myra Flores at no cost to the Cemetery. Chair Rosales and Trustee Rios are familiar with the family.

New sign board in front of the office building for posting agendas, notices, etc. Looks nice; however, two agendas have been stolen already; security cameras are being reviewed. General Manager is pricing lockable glass cases.

General Manager reported he received notice the Riverside County Coroner will be on-site in the next 30-60 days to disinter two indigent graves John Doe 1975 and Jane Doe 1977, both cold cases, currently under investigation. The cost to the Coroner's Office will be discounted to hard costs of \$175 each.

**Employee Handbook Update**

Legal Counsel reported the revisions will be final for the April 2020 Board Meeting; currently in process with one more legal review regarding 2020 laws.

**CLOSED SESSION:**

**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

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)  
Three (3) potential cases

Report from Closed Session: Initiation an internal investigation of a complaint; to be handled by a qualified third-party.

**Board/General Manager Comments:**

General Manager reported on the CAPC Annual Meeting in Oxnard, CA he attended last week; much discussion about AB5. March 2021 CAPC will be held in San Diego. General Manager paid his entry in the golf tournament and won.

Chair Rosales stated it is time to start planning for Dia de los Muertos. General Manager will start the budget process within the month. 2019 budget was \$40,000; actual expense was \$32,000. All thanked Chair Rosales for his efforts.

**Adjournment**

Meeting adjourned at 10:25 a.m.

Next meeting date: Tuesday, April 14, 2020 - 8:00 a.m. - Cemetery Office

Respectfully Submitted,

Lee Kestell, General Manager for Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved: 04/14/2020

**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
February 11, 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, February 11, 2020.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, February 7, 2020 by 230 PM by the Clerk of the Board.

**CALL TO ORDER, ROLL CALL**

Chairman Ernesto Rosales called the meeting to order at 8:00 am, those in attendance were as follows:

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

Directors Absent: Marcos Coronel

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

**Flag Salute**

**Moment of Silence**

Public Comments: None available

**ADDITIONS TO THE AGENDA:** No additions were requested however a request from legal counsel to move closed session in order to accommodate a call in from Joe Ortiz, legal counsel of Best Best and Kreiger.

**CLOSED SESSION:**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)  
Five (5) potential cases

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4)  
Two (2) potential case

Direction was given on the items referenced above in closed session, however, no reportable action was taken.

## 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 – January 14, 2020
- B) Finance and Administration – Expenditures #23962-24076

Motion: J. Vossler

Discussion: Minutes to be corrected as follows:

page 3 of draft minutes – change jest to gesture and

page 2 of draft minutes add the succession of votes: Trustee Coronel Nominated Trustee J. Rios & Trustee B. Underwod – both declined, Trustee J. Rios nominated Trustee J. Vossler, who accepted the position.

2<sup>nd</sup>: J. Rios

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

## BOARD ACTION ITEMS

### Approval of General Managers Contract Amendment

1<sup>st</sup> amendment to the Employment Agreement between the Coachella Valley Public Cemetery District and Leland Kestell amending:

Section 4 - Compensation

Section F - Automobile allowance

Section G – Vacation

Motion: J. Rios

Discussion: Amendment shall be retroactive to July 1, 2019, date to which this agenda item originated.

2<sup>ND</sup>: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

The Board would like to thank Trustee Coronel for his effort in preparation of a salary table that was not acted upon.

**Approval of Pay Raises and Rate Table for District Employees**

Classification of Employment and Salary table marked Addendum A and attached hereto approved for posting to Cemetery Website as approved by SDRMA & CSDA. Approval of Salary increase to Cemetery office and maintenance Staff.

Motion: J. Rios

Discussion: Salary increase to be retroactive to July 1, 2019, date to which this agenda item originated.

2<sup>ND</sup>: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

**Approval of Resolution 93 – Transfer Money from Investment Account to Local Account for Purchase of New Computers/Software**

As per the previous month's (Jan. 2020) approval of the new Cemetery Software and Computers. Resolution 93 is the authority to transfer funds in the amount of \$75,000.00 from Wells Fargo Advisors Investment account to the Cemetery General Account to pay invoices.

Motion: J. Rios

Discussion: GM Advised Trustees that Software is currently in production

2<sup>ND</sup>: B. Underwood

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. Coronel

Abstain: none

**Freedom Flags for Family Donation**

No action taken on agenda item.

**Approval to Register for Future CSDA & CAPC 2020 Conference**

Upcoming meetings: CAPC local area meeting to take place Mar. 18, 2020, Education/Area meetings, Annual Conferences, Special District Leadership Academy and more available to attend. Currently the General Manager and Trustee Underwood are scheduled to attend a future conference.

Motion: B. Underwood

Discussion: Some classes offer SDRMA Credit Incentive Points - Trustees and General Manager are encouraged to attend

2<sup>ND</sup>: J. Vossler

Yes: Rosales, Vossler, Underwood, Rios

No: none

Absent: M. 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

New internment area – Unit 13/14 North has been staked and approximately ¾ of the staking is complete, Bermuda seed slowly growing, all 30 trees for new unit have been delivered. Additionally, palms and donated cactus have been planted near the perimeter wall at the new unit. A Thank You note will be sent for the cactus donation.

**Dia De Los Muertos Final Cost Report**

Total expenses spent for event came in under budget – budget allocated was \$40,000.00 and total expenses totaled \$31,738. Discussion of the 2020 event will start within the next upcoming months.

**Employee Handbook Update**

Recommendation for Trustee J. Vossler to assume the role of Trustee M. Coronel due to lack of response.

**Attorney Presentation – Form 700**

A presentation by Dianna Valdez, Conflicts of Interest & Ethics Coordinator of Best, Best and Krieger was given on proper completion and filing of Form 700 – Statement of Economic Interest. Filing deadline for Officers and staff is April 1, 2020.

Trustee Ernesto Rosales excused himself at 10:00 am due to prior commitment. Trustee John Rosales excused himself at 10:50am due to prior commitment as well.

**Adjournment**

Meeting adjourned at 10:50am due to lack of quorum.

Next meeting date: Tentatively scheduled for March 10, 2020 – 8:00 am, Cemetery Office.

Respectfully Submitted,

*Kathryn Herrera*

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved 3/10/2020

**ADDENDUM 'A'**  
**BOD Meeting 2/11/2020**

Coachella Valley Public Cemetery District  
 Employees and Trustees  
 Salary and Benefits

12-Feb-20

Classification	Annual Salary Range	Additional Benefits
District Manager	\$65,000-\$130,000	District provides the following benefits: * District contributes 100% of employees and dependants health insurance  * District provides a monthly auto allowance  * District contributes 6.75% of salary for retirement  * District provides annual leave of 15 days for vacation and the state standard for sick days
Board of Trustees (5)	\$100 per meeting	The Board of Trustees do not receive benefits, such as health, dental, vision, auto allowance, or retirement benefits.
Executive Assistant/Clerk of the Board	\$60,000-\$73,000	District provides the following benefits: * District contributes 100% of employees and dependants health insurance
Maintenance Technician	\$37,000-\$45,000	
Office Assistant	\$38,000- \$46,000	*District contributes 6.75% of salary for retirement or 7% for Classic members
Administration Supervisor	\$57,000-\$70,000	
Senior Maintenance Technician	\$54,000-\$66,000	* District provides annual leave based on years of service, paid holidays and the state standard for sick days



**Coachella Valley Public Cemetery District  
Board of Trustees Meeting Minutes  
January 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, January 14, 2020.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, January 10, 2020 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, Judy Vossler and Marcos Coronel

Directors Absent: None

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 Nov 12, 2019
- B) Finance and Administration - Expenditures #23898-24015

Motion: Rios

2<sup>ND</sup>: Vossler

Discussion

Yes: Underwood, Rosales, Rios, Vossler

No: none

Absent: none

Abstain: Coronel

**BOARD ACTION ITEMS**

**Board Officer Elections**

**Upon receipt of 3 written requests of Trustees Vossler, Rios and Rosales a Motion to move forward with Interim Election for the reorganization of Board Trustees was announced**

Motion: Vossler

2<sup>ND</sup>: Rios

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

**Board Officer Elections – Chair of the Board**

Elect Ernesto Rosales as Chair of the Board of Trustees

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

**Board Officer Elections - Vice Chair of the Board**

Trustee Coronel Nominated Trustee J. Rios & Trustee B. Underwod – both declined

Trustee J. Rios nominated Trustee J. Vossler, who accepted the position.

Elect Judy Vossler as Vice Chair of the Board of Trustees

Motion: John Rios

2<sup>ND</sup>: Coronel

Discussion

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

Trustee Coronel opened discussion regarding the rotation of Chair Position thus Direction was given by Trustees to Legal Counsel Carlos Campos to draft amendment to Bylaws to in order to clarify annual election process.

The Board thanked Bruce Underwood for his service as Trustee Chair.

**ADJOURNMENT TO CLOSED SESSION**

CONFERENCE WITH LABOR NEGOTIATIONS:

Agency designated representatives: General Manager

Employee organization: Unrepresented Employees

CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: General Counsel

Employee organization: General Manager, Unrepresented Employee

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

One (1) potential case

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

We received direction on items 3.1 through 3.4 in closed session, but no reportable actions were taken

**BOARD ACTION ITEMS**

**Approval of Year End Performance Bonus for District employees.**

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: The December Board Meeting agenda item included the end of year employee performance evaluation compensation – the December meeting was subsequently cancelled.

The end of year performance compensation was not approved in December and carried over to January.

Trustee Vossler suggested staff be given additional \$50.00 for hardship and as a gesture of goodwill. Trustee Coronel suggested to use the credit/discount given to CVCPD from SDRMA for 5 year non-injury period thru workers compensation program.

2<sup>nd</sup> Motion: Coronel

Yes: Underwood, Rosales, Rios, Vossler and Coronel

No: none

Absent: none

Abstain: none

Trustee Underwood excused himself from meeting due to prior commitment that the Board was previously notified of (11:19 a.m.)

**Approval of the Districts Conflict of Interest Code**

The conflict of interest code is generally completed every 2 years

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: none

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

**Approval of new Cemetery Software and Hardware**

The current system, Burrows, was purchased in 2000. As it stands now the program will not be compatible with the required Windows update in 2020 thus requiring purchase of new cemetery software, Cemsites.

Motion: Vossler

2<sup>ND</sup>: Coronel

Discussion: Interest from Money Market account thru Wells Fargo Advisors to be used to offset this expense

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

**Approval of Districts 2018/2019 Auditor – David Farnsworth, CPA**

After months of deliberation Farnsworth CPA was selected as the 2018/2019 auditor

Motion: Coronel

2<sup>ND</sup>: Rios

Discussion

Yes: Rosales, Rios, Vossler and Coronel

No: none

Absent: Underwood

Abstain: none

**NEXT MEETING TIME, DATE AND LOCATION**

Next scheduled meeting is: February 11, 2020 - 8:00am, Cemetery Office.

**BOARD/MANAGER COMMENTS:**

Trustee requested monthly updates on upcoming projects to be emailed to all Trustees.

**Adjournment**

With no further business, Chairman Rosales adjourned the meeting at 11:30 am.

Respectfully Submitted,

*Kathryn Herrera*

Kathryn Herrera, Clerk of the Board

Coachella Valley Cemetery District

Approved at 2/11/2020 BOD Mtg