

Coachella Valley Public Cemetery District
Board of Trustees Meeting – Minutes
December 11, 2018

Call to Order:

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

Pledge of Allegiance

Moment of Silence

Roll Call:

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

1. Public Comments:

None

2. Consent Calendar:

- a. Approval for Minutes for November 13, 2018 Regular Meeting of the Board.
Motion to accept the Minutes as written by Trustee Coronel, seconded by Trustee Rosales. All in Favor.
- b. Approval of Expenditures #23271 - #23312 and G.M. Mileage
Motion to approve Expenditures was made by Trustee Rosales and seconded by Trustee Ceja. All in Favor.

3. Board Action Items:

- a. 2019 Holiday Schedule.
Trustee Rosales made a motion to accept the 2019 Holiday schedule. This was seconded by Trustee Ceja.
All in Favor.
- b. Longevity, Year-end Bonus
Trustee Rosales made a motion to pay the year-end bonuses to all employees, this was seconded by Trustee Ceja. Chairman Underwood and Trustee Coronel Voted No.

Chairman Underwood put forth a motion to pay a Moral Bonus to just the employees employed by the District. This was seconded by Trustee Coronel. All in Favor.

- c. Ethics Policy.
Trustee Coronel made a motion to table the policy for the next meeting. No second.

Chairman Underwood made a motion to approve the Ethics Policy with changes. This was seconded by Trustee Coronel.

In Favor: Trustees Underwood, Ceja and Coronel

Opposed: Trustee Rosales

Motion passes 3/1

- d. 2019 CAPC Meeting Attendance.
Trustee Coronel made a motion to approve expenditures for the G.M. and any Board members who wish to attend the meeting. This was seconded by Trustee Rosales.
All in Favor.
- e. Approval to form a committee to revise the Districts Employee Handbook.
Trustee Coronel made a motion to allow the G.M., with input from the District's legal counsel, to revise the Employee Handbook. This was seconded by Trustee Rosales.
All in Favor.
- f. Approval to form an Ad hoc committee to revise the Districts Bylaws.
Trustee Ceja made a motion to approve the formation of a committee to revise the Districts Bylaws. This was seconded by Trustee Rosales.
All in Favor.
- g. Approval of the Districts Conflict of Interest Policy.
Trustee Coronel made a motion to approve the policy. This was seconded by Trustee Underwood.
All in Favor.
- h. Approval for G.M. to move into House #1
After a discussion, Trustee Coronel made a motion to table the topic until the next meeting. This was seconded by Chairman Underwood.
- i. Appointing the Chair and Vice Chair as the only Trustees approved to sign checks.
After a discussion, Trustee Coronel made a motion to approve the Chairman and Vice-Chairman as the only check signers.
All in Favor.

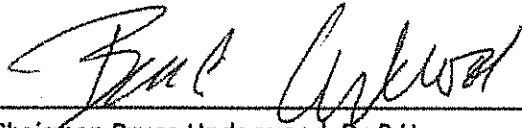
4. Informational Items:

- a. Proof of Publication from the Desert Sun newspaper regarding the Trustee Stipend increase.

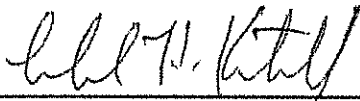
5. Closed Session:
None

6. Staff Reports:
The General Manager gave a Budget Update.
A discussion was had regarding hiring a CPA firm to work with the G.M. on the next fiscal year's budget.

7. Adjournment:
The meeting was adjourned by the Board Chairman, Bruce Underwood, Dr.P.H. at 11:30 a.m.



Chairman Bruce Underwood, Dr.P.H.



Leland Kestell – General Manager

Coachella Valley Public Cemetery District

Board of Trustees Meeting - Minutes

November 13, 2018

Call to Order:

President Bruce Underwood called the meeting to order at 8:08 a.m.

Pledge of Allegiance

Moment of Silence

Roll Call:

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

1. Public Comments:

None

2. Consent Calendar:

a. Approval for Minutes for Special Meeting October 8, 2018

Motion to accept Minutes by Trustee Rios seconded by Trustee Ceja.

All in Favor.

b. Approval of Expenditures #23213 - #23270

Motion to approve Expenditures was made by Chair Underwood and seconded by Trustee Coronel.

All in favor.

3. Board Action Items

a. General Manager Contract Approval

Trustee Rios made a motion to accept the contract, this was seconded by Trustee Rosales.

In Favor: Trustees Ceja, Rios, Rosales and Underwood.

Opposed: Trustee Coronel

Contract approved 4/1.

b. Trustee Stipend Resolution

After a discussion and comments from the public, a vote was taken to increase the Board Meeting Compensation to Trustees from \$50 to \$100.

Trustee Rios made a motion to accept the resolution, this was seconded by Trustee Coronel.

In Favor: Trustees Coronel, Rios, and Underwood

Opposed: Trustees Ceja and Rosales

Meeting Compensation Motion passes 3/2.

- c. **Vacation/Sick pay to former General Manager**
After a discussion and comments from the public, Trustee Coronel made a Motion to have District Counsel try to retrieve overpayment to former GM. No Second.
Trustee Rios then made a motion to approve the former GM's final payout. This was seconded by Trustee Rosales.
In Favor: Trustees Ceja, Rios, Rosales, and Underwood
Opposed: Trustee Coronel
Motion to approve for GM expenditure passes 4/1.

- d. **Hiring of a Payroll Company**
After a recommendation from the General Manager, a discussion was made on hiring a payroll company to do the Districts payroll.
A motion was made by Trustee Coronel to accept a bid by C-Biz to take over payroll for the District. This was seconded by Trustee Rios.
All in Favor.

- e. **Approval of Request for Proposal (RFP) for Legal Services**
After a discussion regarding the Districts Legal Counsel, Trustee Coronel made a motion to approve the RFP to select new legal counsel. This was seconded by Trustee Rios.
In Favor: Trustees Ceja, Coronel, Rios, and Underwood
Opposed: Trustee Rosales
Motion passes to put out an RFP for new Legal Counsel passes 4/1.

* Trustee Rios was excused from the meeting at 11:00 a.m.

4. Informational Items:

- a. Attorney Joe Ortiz of Best Best and Krieger gave a presentation - New Board member Orientation.
- b. A discussion was held regarding the Districts higher than normal legal fees.
- c. A memo drafted by Districts legal counsel regarding Employee Housing was tabled for a future meeting.

5. Closed Session:

- a. Conference with legal counsel – Potential Litigation (One Case) pursuant to Government Code 54956.9.

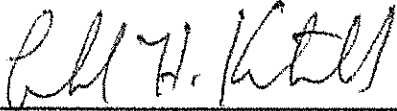
Returning from Closed Session, Chair Underwood announced that there was no reportable action.

6. Staff Report(s)

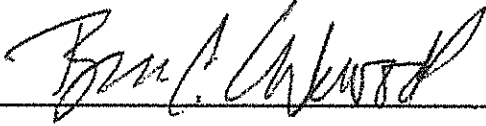
- a. The General Manager gave a report on the recently held celebration for Dia de los Muertos. The event was very successful with over 3000 attendees and no incidents to report.

7. Adjournment:

The Meeting was adjourned by the Board Chair, Bruce Underwood at 12:49 p.m.



Leland Kestell – General Manager



Bruce Underwood, Dr.PH – Board Chairman

Coachella Valley Cemetery District

Minutes

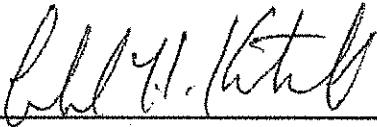
Special Meeting – October 8, 2018

1. Call to Order
Chair Underwood called the meeting to order at 8:15am
2. Roll Call
Joe Ceja, Marcos Coronel Jr., John Rios, Ernesto Rosales, Bruce Underwood, Leland Kestell (General Manager) and Joe Ortiz (Attorney) were all present.
3. Mr. Coronel made a motion to accept the minutes and expenditures with the exception of the vacation and sick time check to the former General Manager. This was seconded by Trustee Ceja. All in Favor.
4. A discussion was had regarding steps to take for the District to get to "District of Distinction" in the California Special District Association (CSDA). No action taken.
5. Housing Policy review was tabled for a future meeting.
6. Trustee Stipend. After a discussion, Trustee Coronel made a motion to increase the Board Trustee stipend from \$50 per meeting to \$100. This was seconded by Trustee Rios. All in Favor.
7. A discussion regarding a Clerk of the Board position was had. No action taken.
8. Approval of General Manager contract terms. After a discussion, Trustee Rosales made a motion to approve the contract for the General Manager. This was seconded by Trustee Rios. The motion passed 4-1 with Trustees Rosales, Rios, Underwood and Ceja voting Yes, Trustee Coronel voted No.
9. A discussion was had regarding CalPERS special consideration for the retired former General Manager. Mr. Coronel made a motion to have District Counsel look into the Special Consideration appeal. This was seconded by Trustee Rios.
10. Trustee Rosales had to leave meeting at 12:00 pm due to other business.
11. Trustee Ceja had to leave at 12:15 pm due to other business.
12. Board went into closed session. No action taken.
13. The General manager presented 3 staff reports. One regarding a damaged headstone. One regarding the District receiving the SDRMA presidents award. One item was a proposal for a new

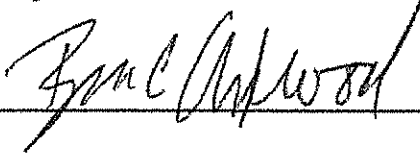
canopy for burials. Mr. Rios made a motion to authorize the GM to purchase a new canopy. This was seconded by Trustee Coronel.

14. Informational Items were discussed regarding media coverage of the Cemetery. Trustee Coronel made a motion to have all media comments go through Chair Underwood. This was seconded by Trustee Rios.

With no further business, Chair Underwood adjourned the Meeting of the Board at 1:35 pm.



Leland Kestell – General Manager



Bruce Underwood, Dr.PH – Board Chairman

Coachella Valley Cemetery District

Minutes

Special Meeting – September 21, 2018

1. Call to Order
Interim Chair, Joe Ceja, called the meeting to order at 8:18am
2. Roll Call
Joe Ceja, Marcos Coronel Jr., John Rios, Ernesto Rosales, Bruce Underwood, Leland Kestell (General Manager) and Joe Ortiz (Attorney) were all present.
3. County Supervisor Manuel Perez swore in the whole Board of Trustees.
4. Public Comment
Brad Anderson spoke about mosquitos in the cemetery.
5. Review of Agenda
 - Trustee Coronel made a motion to move the minutes approval and oath of office. Seconded by Trustee Rosales. All in Favor
 - Trustee Underwood made a motion to rearrange agenda items, seconded by Trustee Rosales. All in Favor
6. Election of Officers:
 - Trustee Rosales nominated Trustee Ceja for Board Chair.
 - Trustee Coronel nominated Trustee Underwood for Board Chair and Trustee Ceja as Vice Chair.

Trustee Underwood was named Board Chair after a vote.

 - Yeas – Coronel, Rios and Ceja

Trustee Ceja was named Vice Chair after a vote.

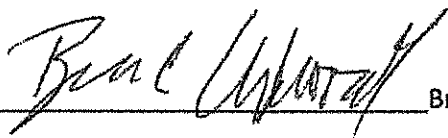
 - Yeas – Underwood, Ceja, Coronel, Rios and Rosales – All in Favor
7. Trustee Rosales made a Motion to move the Board Orientation to the end of the meeting. Seconded by Trustee Ceja. All in Favor
8. Review of invoice from District Counsel – After a discussion, Mr. Coronel made a motion to approve the invoice. Seconded by Trustee Rios. All in Favor
9. Meeting Schedule review – After a discussion, Trustee Rosales made a motion to cancel the regularly scheduled meeting on Tuesday, October 9, 2018 at 8:00am and to schedule a Special Meeting for, Monday, October 8, 2018 at 8:00am. Seconded by Trustee Ceja. All in Favor.

10. Trustee Stipend – After discussion, Trustee Coronel made a motion for Trustee compensation to be \$100 per meeting. This was seconded by Trustee Rosales. Legal Counsel to draft a resolution. All in Favor
11. Committee Review – After a discussion, Trustee Coronel made a motion to form an ad hoc committee regarding the structure of organization and Board procedure. The Chair is to appoint the committee. This was seconded by Trustee Rios. All in Favor
12. Trustee Rosales had to leave meeting for personal business at 9:37am
13. Mediator – Trustee Coronel made a motion to move the scheduled Mediation to later in the meeting. This was seconded by Trustee Rios.
14. Mediation – Jaime Wrangle, gave a presentation and advice to the Board. Here recommendations were to form a Personnel Committee if any grievances occur, and to update the District's Harassment Policy.
15. Sandra Wheeler (Wells Fargo Advisors), Javier Carrillo (Teaman, Rameriz and Smith) and Pat Spafford (Powell & Spafford), gave presentations on the Districts investments, accounting and auditing.
16. Trustee Rios had to leave the meeting at 12:35pm
17. The General Manager presented a quote for Employee payed dental insurance. This was tabled until the Board has reviewed the entire employee compensation package.
18. Website Development – The general Manager presented 3 quotes from website developers. After discussion, Trustee Coronel made a motion to accept a bid from Graphtek to develop the District's website. This was seconded by Trustee Ceja. All present in Favor
19. The Board adjourned to Closed Session at 2:15pm
20. The Board reconvened from Closed Session at 3:05pm
21. In closed session, Trustee Underwood made a motion to strike from District record, a private investigation conducted in June 2017 and to have harassment training for District staff. This was seconded by Trustee Ceja. All present in Favor.

With no further business, Chair Underwood adjourned the Meeting of the Board at 3:31pm.



Leland Kestell – General Manager



Bruce Underwood, Dr.PH – Board Chairman

Coachella Valley Cemetery District

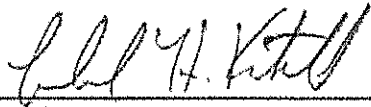
Minutes

Special Meeting – August 24, 2018

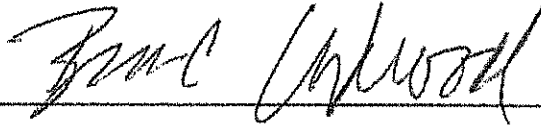
1. CALL TO ORDER
Joe Ceja, Board Chair, called the meeting to order at 8:09 am.
2. Roll Call:
Joe Ceja (by phone) – Present
Marcos Coronel Jr. – Present
Ernesto Rosales – Present
Bruce Underwood - Present
Leland Kestell, General Manager – Present
Joseph Ortiz, Attorney - Present
3. Review of Agenda:
 - a. Order of Public Agenda modified to accommodate conference call from Chair Ceja.
4. Public Comment:
There were no public comments
5. General Manager Reports
 - a. A letter from a family concerning pre-need contract late fees was reviewed. Mr. Coronel made a motion to waive the late fees for this contract and was seconded by Mr. Rosales. All in favor.
 - b. Delinquent pre-need contracts were presented. After a discussion, the Board was in agreement to table the matter and to have the Districts legal council review the wording of the contracts and to have the contracts available in Spanish.
6. Closed Session -
The Board adjourned to closed session at 8:36 am to discuss legal matters.
7. Closed Session Adjourned at 9:30 am. With no action taken.
8. Mr. Rosales, temporary Chair, called the regular meeting back to order at 9:37 am. Mr. Ceja had to leave the meeting.

9. Minutes from June 12, 2018, June 20, 2018, and July 20, 2018, were tabled until the next meeting.
10. Check signature review.
 - a. Spending authority for General Manager up to \$5,000
 - b. Motion by Dr. Underwood to have Trustees Ceja and Rosales to sign checks.
 - Amended to have two Trustees sign checks over \$10,000 except for budgeted items. This was seconded by Trustee Coronel. All in Favor.
11. Meeting time discussion
 - Tabled till next meeting
 - Motion by Dr. Underwood to cancel September 11, 2018, and to have a special Meeting scheduled for September 21, 2018. Seconded by Trustee Coronel. All in Favor.
12. Censure policy discussion – Trustee Coronel made a motion to postpone action on the Censure resolution. Seconded by Trustee Underwood.
13. Financial review – No action taken
14. Legal review – No action taken
15. Policy review – No Action taken
16. Procedure review – No Action taken
17. Trustee compensation discussion – No action taken
18. Discussion on CSDA/CAPC training:
 - Trustee Coronel made a motion to approve Trustees and GM to attend conferences and spend up to \$1000 for CSDA meeting in September. Seconded by Trustee Rosales.
19. Motion Made by Trustee Coronel to authorize funds for the CAPC – Tahoe meeting for Board trustees, General Manager and one employee to attend. Seconded by Trustee Underwood. All in Favor.
20. Website RFP – Trustees requested more time to make decision.
21. A motion was made by Trustee Coronel to accept expenditures #22935 through #23099. Seconded by Trustee Rosales. Trustee Coronel wanted noted that the SDRMA payment was designated to CSDA dues.

22. Meeting adjourned at 11:41am



Leland Kestell – General Manager



Bruce Underwood, Dr.P.H., – Board Chairman

Coachella Valley Cemetery District

Minutes

Special Meeting – July 20, 2018

The Board Chair called to order the July 20, 2018, Special Meeting of the Board.

Trustees Ceja and Coronel were present.

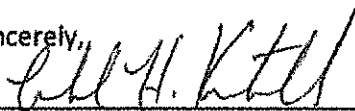
Public agenda items were discussed:

1. Hiring forensic accountant/auditor – will continue to discuss with the new five (5) member Board.
2. Hiring contract secretary for the Board – will continue to discuss with the new five (5) member Board.
3. CalPERS questions were moved to Closed Session.
4. Housing benefits for District employees were moved to closed session.

The Board adjourned to Closed Session with BB&K attorney Joe Ortiz to discuss Grand Jury response.

After Closed Session, the meeting of the Board was adjourned.

Sincerely,



Lee Kestell – Assistant G.M.



Bruce Underwood, Dr.PH.

Board Chairman

Coachella Valley Cemetery District

Minutes

Special Meeting – June 20, 2018

The Board Chair called to order the June 20, 2018, meeting of the Board of Trustees.

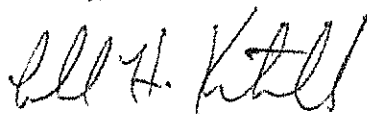
Trustees Bowers, Ceja and Coronel Jr. were present.

Several members of the public spoke in regards to the Desert Sun articles and the agenda topic, during the Public Comments portion of the meeting. Mr. Coronel responded to some of the Publics questions.

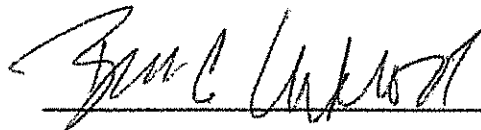
With no topics on the agenda, the Board adjourned to Closed Session with BB&K attorney Joe Ortiz.

After Closed Session, the meeting of the Board was adjourned.

Sincerely,



Leland Kestell – Assistant G.M.



Bruce Underwood, Dr.PH.

Coachella Valley Cemetery District

Minutes

Special Meeting – June 12, 2018

The Board Chair called to order the June 12, 2018, meeting of the Board.

Trustees Bowers, Ceja and Coronel Jr. were present.

The Board Chair read the minutes of the April 5, 2018, meeting of the Board. Trustee Bowers made a motion to accept the minutes as read, seconded by Trustee Ceja.

Income for the month of April 2018:

General Fund	\$64,213.28
Endowment Care Fund	\$10,535.00
Total Income – April 2018	\$74,748.28

Income for the month of May 2018:

General Fund	\$83,881.92
Endowment Care Fund	\$12,430.00
Total Income – May 2018	\$96,311.92

Income for the month of June 2018:

General Fund	\$45,389.37
Endowment Care Fund	\$7,275.00
Total Income – June 2018	\$52,664.37

Resolution #91 was presented to the Board. Resolution #91 proposes the Riverside County Board of Supervisors increase the size of the Board of Trustees from three (3) members to five (5) members. Mr. Bowers made a motion to increase the size of the Board, this was seconded by Trustee Coronel Jr.

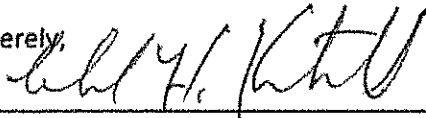
Discussion on Board policy pertaining to Public Censure was put on hold until a new Board is appointed.

Trustee Bowers made a motion to approve expenditures #22814 through #22934, seconded by Trustee Ceja.

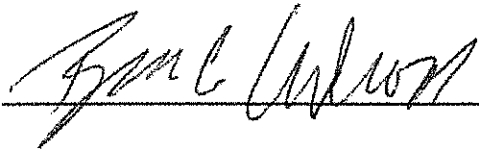
The Board went into Closed Session with BB&K attorney Joe Ortiz.

After Closed Session, the meeting of the Board was adjourned.

Sincerely,



Leland Kestell – General Manager



Bruce Underwood, Dr.PH, – Board Chairman

The Secretary called to order the April 5, 2018, meeting of the Board

Trustees Ceja and Bowers were present.

The Secretary read the minutes of the January 11, 2018, meeting of the Board. Trustee Bowers made a motion to accept the minutes as read, seconded by Trustee Ceja.

Income for the month of February:

General Fund	\$73,344.53
Endowment Care Fund	<u>\$10,945.00</u>
Total Income - February	\$84,289.53

Income for the month of March:

General Fund	\$64,213.28
Endowment Care Fund	<u>\$10,535.00</u>
Total Income – March	\$74,748.28

Four Requests for Proposals (RFP) for contract maintenance were reviewed. After a discussion, Trustee Ceja made a motion to accept a one-year contract from Vintage Nursery for \$23,800.00 per month, this was seconded by Trustee Bowers.

Two Request for Proposals (RFP) for street and curb installation for our new 1 ½ acre interment development area was reviewed. After a discussion, Trustee Bowers made a motion to accept a proposal from Gayler Construction for \$61,356.00, seconded by Trustee Ceja.

Three Request for Proposals for painting and sealing the exterior wall, administration office, rules and regulation signs and all pillars were presented to the Board. After a discussion, Trustee Ceja made a motion to accept the proposal from Tri-Cal for \$46,780.00, seconded by Trustee Bowers.

Fiscal year budget 2018-2019 along with last fiscal years audit were reviewed. The proposed budget is based on no service charge increases and a 3% C.O.L.A. across the board raise for all district employees. The General Manager again requested that his C.O.L.A. be distributed equally among the District administrative secretaries. After a review and discussion, Chairman Bowers made a motion to approve fiscal year budget 2018-2019, a 3% across the board increase for all district employees (the General Managers' 3% going to admin staff), and no increase in service charges, seconded by Trustee Ceja.

Trustee Bowers made a motion to approve expenditures #22679 through #22813, seconded by Trustee Ceja.

The Board adjourned to closed session to review letters that were received from several employees about issues pertaining to conduct of a Trustee.

After closed session, the meeting of the Board was adjourned.

Sincerely,

Bret Kestell – General Manager

Trustee

Trustee

Trustee