

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
March 9, 2021**

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, March 9, 2021 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, March 5, 2021 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:

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

Directors Absent: None

Add'l Participants: Kathryn Herrera, Clerk of the Board and Carlos Campos, District Counsel with Best, Best & Kreiger

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

FLAG SALUTE

Led by Trustee Rios

MOMENT OF SILENCE

PUBLIC COMMENT

None to Report

Susie Del Toro entered the meeting at 8:47am and requested information regarding security issues involving cameras and the need for lighting in the Southern section of the cemetery. The Trustees advised her that the Security project is still in process and they are aware of the lighting issue and will explore options for remedy.

ADDITIONS TO THE AGENDA

Approval and Adoption of Revisions to the CVPCD Overtime Policy

Motion: Vossler motioned to add the above listed item as Action Item 2.3

2nd: Underwood

Discussion: None

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion Carries to approve addition of Action Items 2.3****

Approval to Purchase Phase 2 of Security Cameras

Motion: Rios motioned to add the above listed item as Action item 2.4
2nd: Vossler
Discussion: None
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None

****Motion Carries to approve addition of Action Item 2.4****

CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION

1.1 TRUSTEE MINUTES

- a. Regular Meeting February 09, 2021
- b. Special Meeting February 12, 2021

1.2 Finance and Administration

- a. Expenditures Check Nos. #24772-24841
- b. Investment Report

**1.3 Extension of temporary administrative services from Office Team
(one month extension approved)**

1.4 Extension of General Manager Spending Limit Increase to \$15,000

1.5 FY 2019/2020 State Controller’s Special Districts Financial Transactions Report

1.6 2018, 2019 & 2020 Annual Reimbursement/Stipend Report

1.7 Outstanding debt to the Endowment Principal \$255,900.00

**1.8 Amendment No.1 to Management and Administrative Services Agreement with Regional
Government Services Dated January 09, 2021**

1.9 Additions &Deletions of Authorized Signers to Wells Fargo Accounts

Motion: Coronel motioned to approve items 1.1 through 1.9 with the EXCEPTION of item 1.2 b – Investment report which is tabled for approval in the April Trustee meeting.
2ND: Vossler
Discussion: Underwood expressed with regards to item 1.9 Additions & Deletions of Authorized Signers to Wells Fargo Accounts all signors should be officers; Vossler advised Trustees with as many items on the agenda and time restraints the meeting should move on with approval of signers and officers, officers could be discussed in a future meeting.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None

****Motion Carries to approve consent calendar with the exception of item 1.2b****

ACTION ITEMS

2.1 Adoption of a new “California Public Records Act Policies & Standard Practices” Guide and “Public Records Request Form.”

Motion: Rosales
2nd: Rios
Discussion: Vossler advised that the Staff had been advised of the Records & Retention act. Currently there is no fee schedule in place and the cost involved in the new Public Records Request does not include staff time. Trustee’s requests were previously handled by the General Manager and the Attorney. Trustees are entitled to documents
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries o approve the New Public Records Act

2.2 Adoption Anti-Nepotism Policy

Motion: Vossler
2nd: Coronel
Discussion: Policy was drafted by BB&K.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries

2.3 APPROVAL CVPCD EMPLOYEE OVERTIME POLICY

Motion: Vossler
2nd: Rios
Discussion: Current district policy says Over Time is paid when employee works 8 hours in one day and 40 hours in a work week, which is a California standard. Trustees modifeid the Policy to adhere to a Federal Labor Standard Act which states overtime is paid after an employee works 40 hours in the work week.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries

2.4 PHASE TWO – SECURITY CAMERA INSTALLATION 7.31

Motion: Coronel to approve phase 2 of the security camera install at a cost not to exceed \$40,000.00
2nd: Vossler

Discussion: Phase 2 of the camera project will cost approximately \$34,735.68 and includes 40 security licenses, 10 additional cameras, 10 small cameras, 2 optical cameras, and the associated hardware, accountant approves purchase.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

INFORMATIONAL ITEMS

3.1 SECURITY AD-HOC COMMITTEE 16.39

A proposal was submitted by Automation Pride to install a security arm. According to vendors, spike strips are not recommended due to maintenance and liability and would impede the traffic flow. Trustees will hold off on projects listed until a future expansion phase. Patrol will be put on hold until attorney can prepare a contract.

3.2 INFORMATION TECHNOLOGY ADHOC COMMITTEE 20.00

Staff recommendations were for tablets for use while on grounds assisting families, Chair of the Board will approve as the project is within his spending authority and the Board all agreed with the need. Additional phone lines will be explored; a proposal was submitted by Pacific Lightwave, the proposal will be revised and brought back for review and approval; the anticipated expense is not to exceed \$15,000.00.

3.3 OFFICE OPERATIONS ADHOC COMMITTEE

Vossler advised the board there was nothing new to report, she has been interfacing with the office on a regular basis. Office temps are assisting with backend paperwork.

3.4 FY 2019-2020 AUDIT BUDGET ADHOC COMMITTEE

Coronel reported the Audit is coming along and the CVPCD will have the budget on time and submitted to Riverside County Auditor by June 30, 2021 and will continue to work with Regional Government Services for budget preparation.

3.5 PRESSURE TANK REPLACEMENT

McKeever reported the tank has been ordered and there is a 10-week lead time, Riverside County Environmental Health Department is aware of the current status as well. Trustees will be informed on progress.

3.6 COVID 19 DISTRICT PROTOCOLS 26.00

Underwood is working on the protocol – Cornel requested to review item in closed session.

3.7 UNIFORMS FOR OUTSIDE STAFF

Staff/Clerk Herrera reported that all shoes and shirts have been supplied to weekend landscape crew. The extra pants still need to be ordered.

3.8 CUSTOMER SATISFACTION SURVEY

Rosales reported no new update; he is still gathering information.

3.9 BURIAL RIGHTS/MARKER RULES AND REGULATIONS 36.00

Trustees agree a new policy or addition to the existing is needed, and the existing Rules and Regulations should be reviewed and revised as needed. Trustees suggest to reach out to other cemeteries to look at their Rules, Regulations/Policies.

3.10 CSDA BOARD OF DIRECTORS – CALL FOR NOMINATIONS

Underwood advised the Trustees of the opportunity for a board nomination to represent CSDA Sacramento as a Regional Representative – the information relayed is for informational purposes only.

TRUSTEES COMMENTS

Vossler thanked Coronel for taking the lead on the March agenda packet.

Underwood thanked Coronel, Vossler and Rosales for the time put into the Agenda packet and day to day operations.

Coronel would like to have legal counsel to explore the property line on Avenue 52 and Jackson due to the increase of vendors after hours and on weekends. Legal counsel stated that mobile vending is allowed however if we can determine the property line belongs to the Cemetery, we can have Vendor's moved. This issue will be left for the new general manager once appointed to review. Coronel also requested new trash bins.

Rios reported he is pleased to be part of a working Board – the board is functioning and moving forward. Thanked all.

Open session adjourned for closed session; Closed session convened at 9:00 a.m.

CLOSED SESSION ITEMS

5.1 PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

5.2 THREAT TO PUBLIC SERVICES

Pursuant to California Government Code Section 54957

Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

5.3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82827 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82847 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.5 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82867 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.6 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

5.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Three (8) potential case

5.8 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)
Three (8) potential case

5.9 THREAT TO PUBLIC SERVICES
Pursuant to California Government Code Section 54957
Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

Closed Session adjourned; Open session convened at 10:24 AM
Attorney Carlos Campos reported:
The Board discussed the items agendized for closed session and provided direction
Regarding the District owned housing located at 82827 Ave 52 and 82847 Ave . 52, a 90-Day Termination Notice
was provided for both properties.

ADJOURNMENT

NEXT MEETING TIME, DATE AND LOCATION Next regular scheduled Trustee meeting is: April 13, 2021 8am.
Location: Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201

Respectfully Submitted,
Kathryn Herrera,
Clerk of the Board Coachella Valley Cemetery District
Approved: 4/13/2021 BOD Mtg