

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
September 3, 2021**

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery Administrative Building located at 82847 Avenue 52, Coachella, CA 92236, on Friday, September 3, 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. Meeting information posted was as follows: Meeting ID: 830 1921 2074 Passcode: 1234

CALL TO ORDER, ROLL CALL

Vice Chair Judy Vossler called the meeting to order at 8:10 am, those in attendance were as follows:

Trustees Present:

Judy Vossler, Vice-Chair

Trustees:

Marcos Coronel

John Rios

Bruce Underwood

Trustees Absent:

Ernesto Rosales, Chair - excused

Additional Participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant/Acting Clerk of the Board

Carlos Campos and Albert Maldonado, Best Best & Kreiger

Additional Participants via Zoom:

Ben Colton, Executive Account Manager and Junior Aguilar, Director of Operations of Nissho

Additional Participants for Public Comment:

None

FLAG SALUTE

Led by Trustee Underwood

MOMENT OF SILENCE

PUBLIC COMMENT:

None

INTRODUCTION:

Matt Dingerling, most recent addition to the CVPCD maintenance staff, was introduced to Trustees.

ADDITIONS TO THE AGENDA:

Closed Session

Item 5.2 Threat of Litigation (presented after Agenda Posting)

Motion: Rios: Motion to add addenda item 5.2 to Closed Session
2nd: Underwood
Yes: Coronel, Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None

CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION

- 1.1 TRUSTEE MINUTES
 - a. Regular Meeting – Friday, August 6, 2021

- 1.2 Finance and Administration
 - a. Approval of Expenditures Check Nos. #25250-25304, #50146-50147; Electronic Checks totaling \$13,598.29

 - b. Investment Report – July 2021

- 1.3 Adoption of Arbor Maintenance Contract Adoption of Contract for Services Awarded to Kirkpatrick Landscaping Services, Inc.

- 1.4 Adoption of Landscape Maintenance Contract Adoption of Contract for Services Awarded to Nissho California

- 1.5 Adoption of Security Services Contract Agreement Adoption of Contract for Services Awarded to Maxwell Security Services

- 1.6 Approval of Trustee Compensation for Trustee Coronel Approval of compensation for training classes attended in service to the District

- 1.7 Approval of Additional Applications Purchase from CemSites Approval of purchase of additional applications to support new CVPCD website

Motion: Coronel: Motion to approve the Consent Calendar except for items 1.4 & 1.6, the 2 items will be considered for approval independently.
2ND: Underwood
Yes: Coronel, Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None

****Motion carries, approval of Consent Calendar except for items 1.4 & 1.6 approved****

- 1.4 Adoption of Landscape Maintenance Contract Adoption of Contract for Services Awarded to Nissho

California

General Manager Bonner reported that the RFP was conducted for landscaping services and 7 bids were submitted. The proposals received were scored by a three-member panel and unanimously awarded to Nissho.

General Manager Bonner advised the Board that the amendments to the maintenance contract submitted by Nissho are as follows:

- 1) Contract representative to be listed as Tom Baird
- 2) Termination of Agreement: to be corrected to read 30 days
- 3) Change of Address for any Notifications:
1902 South Santa Fe Avenue
Vista CA 92083
Maintenance Dept/ Tom Baird
- 4) Amendment to Page 8, Section 3F
Amended as follows:
3(F). Irrigation Services
 - Manage the automated irrigation system at the CVPCD. Management will include programming watering dates and times to ensure optimal irrigation of grounds while also maximizing energy and water conservation. Irrigation lines are established, but maintenance and or replacement of sprinkler heads may be required to meet optimal performance. Automated system should be operated off-hours with no staff or members of the community present.
 - Be responsible for remedying brown spots in the grass, water puddling, and other issues related to proper watering.
 - The District will be responsible for all irrigation components located below the grounds, including water line breaks and general pipe maintenance and repair.Note: The District will compensate the Contractor for materials involved in the repair to sprinkler heads.

Motion: Coronel: Motion to approve landscape maintenance contract with disclosed modifications and request landscape contractor to possibly start sooner than the original established date.

Discussion: Should a quick onboarding process be requested Nissho would request a minimum of 30 days – anticipated start date is October 4th. Coronel would like services to overlap with existing Landscape Company. Equipment to be supplied by Nissho. Nissho has been advised of the significant holidays to add to annual calendar for maintenance schedules. Machinery, storage and staffing questions were answered via Zoom by Ben Colton, representative of Nissho. Seeding rates are not included in the contract and will be separate from contract in order to negotiate rates and be selective with product.

2ND: Underwood
Yes: Coronel, Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None

1.6 Approval of Trustee Compensation for Trustee Coronel
Approval of compensation for training classes attended in service to the District

Motion: Rios: to approve compensation to Trustee Coronel.
Discussion: General Manager Bonner advised the Board that Trustee is not asking for reimbursement, what is being requested is to pay the occurrence stipend. Legal Counsel is currently working on the final reimbursement/occurrence policy.
2ND: Underwood
Yes: Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None
** Trustee Coronel recused himself from this agenda item **

ACTION ITEMS

2.1 Approval of Staff Reorganization and Adjustment to Compensation Ranges
a. Recommend Adoption of New and Revised Job Descriptions
b. Recommend Approval of New Organizational Chart
c. Recommend Approval of Revised Budget Impact

Motion: Coronel: Motion to approve staff reorganization and adjustment - correction to be made Cemetery Service Manager range and job description. Any increases in pay are to be effective the next scheduled payroll date (Sept. 12, 2021).
2ND: Rios
Discussion: General Manager Bonner advised that he has been directly involved in the hiring process and staff head count has been increased, additional maintenance position to be added, office staff is scheduled to start 9/20/21.
Yes: Coronel, Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None
Motion carries, action item 2.1 approved

2.2 Cemetery Park Hours, Modification to Closing Times Approval of change to Cemetery closing times
1:14:58
Motion: Coronel: to approve the modification to closing time to read 7am to Dusk.
2ND: Rios
Discussion: General Manager Bonner requested of Trustees to explore the change of hours from fixed time, 6 pm, to a more flexible closing of dusk. The change aligns with security strategy and fliers and security would be available to advise of changes. Dusk is defined as withing 5 minutes of sunset.
Yes: Coronel, Rios Underwood, Vossler
No: None
Absent: Rosales
Abstain: None
**Motion carries, action item 2.2 approved

2.3 Authorization for General Manager to Negotiate Customer Credit Resolutions

Motion: Coronel: to approve a temporary policy which will include a threshold for credit resolution by GM of \$1,500.00 and a budget resolution and formal policy to be drafted for review and approval by trustees. Monthly reporting to commence in conjunction with temporary policy.

2ND: Rios

Discussion: General Manager Bonner reported that he currently serves as the primary point of contact for customer issue resolutions. The types of issues frequently dealt with are headstone border replacement, cracked headstones, issues of payment related to cemetery services, etc. While the GM handles these issues the ability to negotiate small dollar customer issue resolutions has not formally been granted to the GM by the Board of Trustees.

Yes: Coronel, Rios Underwood, Vossler

No: None

Absent: Rosales

Abstain: None

**Motion carries, action item 2.3 approved

2.4 Adoption of Ad Hoc Committees for 2021-2022 Fiscal Year Termination and adoption of new Board committees

The general manager requested for record keeping purposes: For protection of Trustees, all personnel decisions are the ultimate decision of the general manager.

Motion: Underwood: Disband all current committees and form two new six-month ADHOC Committees for budget and personnel.

2nd: Rios

Yes: Rios and Underwood

Substitute

Motion: Coronel: Eliminate all committees except for committees that Chair Rosales is part of and bring back for review at the next Trustee Meeting which Rosales should be present for.

2nd: none

Motion dissolves

Revert back to 1st motion:

Motion: Underwood: Disband all current committees and form two new six-month ADHOC Committees for budget and personnel.

2nd: Rios

Yes: Rios and Underwood

No: Coronel and Vossler

Motion does not pass – bring back for discussion at next Trustee Meeting

INFORMATIONAL ITEMS

3.1 Security Ad-hoc Committee
Coronel - nothing to report

3.2 Information Technology Ad-Hoc Committee

General Manager Bonner reported that Equipment and Liability Forms are now implemented thanks to Best & Kreiger for assistance. General Manager Bonner will ask all trustees and staff to complete form as this will assist with track keeping of all devices and equipment.

3.3 Office Operations Ad-Hoc Committee

Vossler and Coronel – nothing to report

3.4 FY-2019/2020 Audit/Budget Ad-Hoc Committee

Underwood and General Manager Bonner: Request to Review unfunded liabilities, review assets in bank and items in reserve and possibly produce a reserve policy. Auditor contract has concluded and the district is on schedule to go out for an RFP.

3.5 Maintenance Operations

Coronel nothing to report

TRUSTEES COMMENTS/GENERAL MANAGER COMMENTS:

Underwood: 1:55:00 Reported that he recently attended the CSDA conference in Monterrey CA as did General Manager Bonner. By attending courses, the district obtains CIP points for risk management that turn into a discount for insurance cost, Underwood has an application for District of Distinction for Trustees to review. Underwood also reported that next year's CSDA meeting will take August 22-25, 2022, in Palm Desert and encourages all Trustees to attend.

Rios: 1:53:13 to date, lock box is now installed, General Manager Bonner thanked Trustee Rios for his help with the project. Bonner reported that the security cables will be set by security at dusk and when gates open at 7am daily the cables will come down. The pressure sensors will be turned off once the cables are in effect. Information boards are now posted.

Coronel: 1:59:50 Request and update on the Employee Handbook, request that the district investigate the street paving project and his support to conduct a fee study in order to review overall cost of the district. Coronel also reminded Trustees that the LAFCO ADHOC committee consists of Coronel and Rosales and will report back to Trustees on any annexing information obtained.

Vossler: Nothing to report

General Manager Bonner: Conservancy grant application in the amount of \$55,000 is in process of completion and would help cover costs of the automated landscape irrigation system. The plan is for the application to be presented for approval by their board by 9/13/2021.

Considering Cemsites training for new staff, new staff to attend Clerk of the Board training as back up for Clerk.

Samples of the Cemetery signage was provided to Trustees.

Confirmed the need for fee study and streets once the irrigation projects are situated

Meeting adjourned at 10:00 a.m. for Closed Session

CLOSED SESSION ITEMS

- 5.1 THREAT OF LITIGATION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Two (2) potential case

Closed Session adjourned; Open session reconvened 10:35 a.m.

Carlos Campos, legal counsel with Best Best& Krieger reported: Direction was received, no reportable action.

ADJOURNMENT

10:49 a.m.

NEXT MEETING TIME, DATE AND LOCATION Next regular scheduled Trustee meeting is: October 3, 2021 8 am.
Location: the Coachella Valley Public Cemetery Administrative Building located at 82847 Avenue 52, Coachella, CA 92236

Respectfully Submitted,
Kathryn Herrera,
Clerk of the Board Coachella Valley Cemetery District
Approved: Oct. 15, 2021 BOD Mtg