

**Coachella Valley Public Cemetery District**  
Board of Trustees Meeting Minutes  
Friday, December 10, 2021  
8:00AM

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administration Building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday December 10, 2021 at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, December 6, 2021, at the following locations:

- 1) District Administration Building - 82847 Avenue 52, Coachella, CA 92236
- 2) The District Website - <http://coachellacemetery.org/>

**CALL TO ORDER, ROLL CALL**

Vice-Chair Judy Vossler called the meeting to order at 8:00 a.m., those in attendance were as follows:

Trustees Present:

Ernesto Rosales, Chair (Rosales joined for a brief time via Zoom to offer greetings, departed without taking part in voting actions).

Judy Vossler, Vice-Chair

Trustees:

Marcos Coronel

John Rios

Bruce Underwood

Directors Absent:

None

Additional Participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel with Best, Best & Kreiger (BB&K)

Shauna Amon, Counsel BB&K

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

David Farnsworth, current district financial auditor, expressed gratitude toward new personnel and the positive changes the Board of Trustee has made. Reported the audit process was progressing well.

**ADDITIONS TO THE AGENDA**

District Counsel Carlos Campos presented a request to consider appointment of a temporary clerk to the agenda under the Action item 2.5.

Motion: Rios; Motion to appointed temporary clerk issue as action item 2.5

Second: Underwood

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: Rosales

\*Motion Carries, additional Agenda Item 2.5 approved\*

## **AGENDA**

### **1. PRESENTATION**

1.1 Vice Chair Vossler presented the recognition of Omar Garcia-Jimenez for ten years of service at Coachella Valley Public Cemetery District.

1.2 GM Bonner introduced Steven Kirkpatrick, licensed arborist, who briefly summarized the hazards of aging trees, maintenance plans for current trees, and potential installment of additional trees at CVPCD.

### **CONSENT CALENDAR**

#### 2.1 Trustee Minutes

- a. Regular Meeting – December 10, 2021

#### 2.2 Finance and Administration

- a. Approval of Expenditures  
Check Nos. 25458-25541; 50154; eft dated 11/1-11/30 total: \$223283.28
- b. 2021 Investment Report – October 2021
- c. Budget to Actual report
- d. DDLM expense report.

#### 2.3 Replacement of Absent and Dead/Dying Tree Inventory Recommendation for Tree Removal and Replacement

#### 2.4 November Credit Report

General Manager Customer Credits Report - Summary of Credits Issued for November

Motion: Coronel; Motion to approve the Consent Calendar items 2.1 through 2.4, the items will be considered for approval.

2<sup>nd</sup>: Underwood

Discussion: None

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

No: None

Absent: Rosales

Abstain: None

\*\*Motion carries, consent designation of district clerk approved\*\*

#### 2.5 Approval to appoint an Urgency Item designating for District Clerk of the Board

Bonner recommended the Board of Trustees to temporarily appoint the General Manager as clerk of board or the general managers' designee until the District addresses the matter in the organization's hiring process.

Motion: Rios; Motion to approve urgency of designating district clerk.

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

**\*\*Motion carries, consent designation of district clerk approved\*\***

## **ACTION ITEMS**

### 3.1 Resolution 113 - Resolution Of The Coachella Valley Public Cemetery District Approving And Adopting The Coachella Valley Public Cemetery District Investment Policy

Motion: Coronel, motion to approve Resolution 113

2<sup>nd</sup>: Rios

Discussion: District investment policy was reviewed by advisory firm and legal counsel. The advisory firm recommended updates to remain in compliance with section 5300 government code related to Coachella Valley Public Cemetery District investments.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Absent: Rosales

Abstain: None

**\*\*Motion carries, action item 3.1 approved\*\***

### 3.2 Adoption of Resolution No.110 Approving the Coachella Valley Public Cemetery District Cafeteria Plan

Motion: Underwood

2<sup>nd</sup>: Coronel

Discussion: Bonner explained that as discussed in previous board meetings, the resolution is the final step to adopt the Cafeteria Plan scheduled to take effect in January.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.2 approved\*\***

### 3.3 Adoption of Governance Document Review of BB&K Draft Governance Document

Motion: Underwood

2<sup>nd</sup>: Rios

Discussion: Bonner discussed action taken by legal counsel to draft governance handbook.

Counsel reviewed best practices from other special districts around the state as well new and applicable case law and legislative action.

During the review, Counsel noted that some common policies have not been adopted by the Board of Trustees, while some existing policy creates conflicts with recommended policy. Bonner suggested an ad-hoc committee be created consisting of two Trustees that would work with the General Manager and

Counsel to review and recommend adoption of a policy handbook at the March Board meeting. Coronel and Vossler agreed to be the two designated Trustees for the committee.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.3 approved\*\***

### 3.4 Opening of Sections 26 and 27 Consideration of Timing to Open New Cemetery Section(s) and Future Development Methods

Motion: Coronel

2nd: Rios

Discussion: Bonner requested the Board of Trustee's approval to open section 26 & 27 for pre-planning the installment of double depth vaults. He explained that 85% of capacity is usually obtained before a new unit is open to the public, but staff was requesting approval to enter the planning stages since additional time would be required for engineering and vault inventory. With the approval, staff would pursue a pre-install of all vaults resulting in long term operating savings by reducing required use of machinery, equipment, personnel, and overall capital expenditure.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.4 approved in concept to return to the Board of Trustees with details\*\***

### 3.5 Construction and Renovation of Road Medians Review of Proposal to Install Landscaping in Road Medians and Consideration of Additional Landscape Projects

Motion: Coronel

2nd: Rios

Discussion: Bonner recommended Island landscaping improvement go back to bid with the front of cemetery and other areas of interest within the cemetery included. The Request for Proposal (RFP) would be published publicly in compliance with District procurement policy. Coronel requested for the Veterans Memorial and Chapel area to be considered additional areas for the landscaping project.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.5 approved\*\***

### 3.6 Employee Handbook Update and Revision Review of Revised Employee Handbook to Conform to Updated Labor Law and Recently Adopted Policy

Motion: Underwood

2nd: Coronel

Discussion: Amon reviewed the revisions and updates of the Employee Handbook done by BB&K. The updates included policies on equal employment opportunity, employee protection, reasonable

accommodations, harassment and discrimination, and other relevant edits required to bring the handbook into compliance with current State and Federal law.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.6 approved\*\***

### 3.7 Election of Officers Consideration of Board Officers for 2022

Motion: Coronel

2nd: Rios

Discussion: Board of Trustees to continue with current officers, Ernesto Rosales, Chair and Judy Vossler, Vice Chair.

Yes: Coronel, Rios, Underwood, Vossler

No: None

Abstain: None

Absent: Rosales

**\*\*Motion carries, action item 3.7 approved\*\***

## **INFORMATIONAL ITMES**

### 4.1 Veterans Ad-hoc Committee

No comment and update on veterans ad-hoc committee.

## **TRUSTEE/GENERAL MANAGER COMMENTS**

Bonner, update on active request for quote for road pavement, currently there are three quotes which will be covered at the January, 2022 Board meeting. Staff also working on quotes for demolition of unused housing units on property.

McCue addressed the audit and fee study, along with the separation of the county and investment funds. He also mentioned the operational and capital planning that will be done using data to establish better investment decisions in the future.

No comments made from trustee Rios and Vossler.

Trustee Underwood complimented that progress being made at the cemetery, would like to see more investment into Veterans Day commemoration.

Trustee Coronel spoke about redistricting and how it could impact the District. He expresses support for a pre-qualified vendor list for quotes. He noted the conflict-of-interest code on the County Supervisors agenda for Tuesday.

Bonner reported a power point presentation will be presented to City Counsels as follows, January 5<sup>th</sup>, 2022 to the City of Indio, and January 6<sup>th</sup> 2022 to the City of Indian Wells. Invitations to present have been sent to all cities within District boundaries, additional dates will be reported to the Board as they are scheduled.

Board Break 9:08 a.m.

Adjourn to Closed Session 9:19 a.m.

**CLOSED SESSION ITEMS**

6.1 PERFORMANCE EVALUATION Title: General Manager

6.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1) One (1) Potential Case(s)

Conclude Closed Session 10:36 a.m.

Resume Open Session at 10:37 a.m.

Campos reports that no reportable action was taken during Closed Session discussion.

Board Meeting Concludes 10:38 a.m.

**NEXT MEETING TIME, DATE AND LOCATION**

Friday, January 7, 2022

8:00 AM

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236.

Respectfully Submitted,  
Joshua Bonner  
Clerk of the Board

Approved: \_\_\_\_\_BOD Mtg.