



## AGENDA

### Coachella Valley Public Cemetery District

Trustee Meeting

Friday, February 4, 2022

**8:00 AM**

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84277143759?pwd=Z2NRcG5NREE3SHQzeXlFWW1BQTRQUT09>

**Meeting ID: 842 7714 3759**

**Passcode: 1234**

**One tap mobile**

**+16699009128**

Consistent with the provisions of Government Code Section 54953 (as amended by AB361), the Coachella Valley Public Cemetery District and standing committee meetings will be held via teleconference/videoconference during the current State of Emergency. Any interested member of the public can participate in person or via Zoom by utilizing the link listed above or Telephonically by utilizing the dial-in information listed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability. She/he/they should contact Josh Bonner at [info@cvpcd.org](mailto:info@cvpcd.org)

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) will take place at the **Coachella Valley Public Cemetery District Administration Building, located at 82847 Ave. 52, Coachella, CA 92236.**

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to [Info@cvpcd.org](mailto:Info@cvpcd.org). Transmittal **prior** to the start of the meeting is required.
- Any correspondence received will be distributed to the Board of Trustees.
- You may also provide telephonic public comments by calling the District Cemetery Office at **(760) 398-3221** and leaving a voicemail by **no later than 4:00 p.m. on Thursday, , February 3<sup>rd</sup>, 2022.**
- Correspondence and voicemails received will be retained for the official record.
- Public comments are limited to three (3) minutes.

#### **CALL TO ORDER:**

Chair Rosales: \_\_\_\_\_

Vice Chair Vossler: \_\_\_\_\_

Trustee Coronel: \_\_\_\_\_

Trustee Underwood: \_\_\_\_\_

Trustee Rios: \_\_\_\_\_

#### **FLAG SALUTE**

#### **MOMENT OF SILENCE**

**PUBLIC COMMENT:** Anyone wishing to address the Trustees on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments. Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees Members may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.

**ADDITIONS TO THE AGENDA:** Government Code section 54954.5(b)(2) provides “upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)”

## **AGENDA**

### **1. PRESENTATION**

- 1.1 Introduction of Guillermo De La Torre, Maintenance Foreman
- 1.2 Nissho, Cemetery Landscape Maintenance
- 1.3 JNS, CVPCD Website Design
- 1.4 Chandler Asset Management, District Investments

### **2. CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion and Roll Call vote. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

- 2.1 Approve Trustee Minutes
  - a. Regular Meeting – January 7, 2022
- 2.2 Approve Finance and Administration Reports
  - a. Approval of Expenditures Check Nos. 25615 – 25654; ACH Payments from 1/1/2022 – 1/31/2022 (listed)
  - b. February 2022 Investment Report
  - c. February 2022 Budget to Actual Comparison
  - d. February 2022 County Sum Trial Balance by Fund
- 2.3 Consideration of Resolution #116 approving provisions of Government Code Section 54953 (as amended by AB361), the Coachella Valley Public Cemetery District and standing committee meetings will be held via teleconference/videoconference only during the current State of Emergency. Teleconference meeting AB361.
- 2.4 Adjustment to Employee Handbook Probationary Period  
Extend the probationary period for employees from 90 days to 180 days.
- 2.5 Board Training Budget (Augmentation)  
Budget \$5,000 per Board Member for conferences, training, and education.

**3. ACTION ITEMS:** Prior to action of the Trustees, any member of the audience will have the opportunity to address the Trustees on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

- 3.1 Well Pump Maintenance and Potential Replacement  
Consideration of options to maintain or replace existing well pump.
- 3.2 Proposed Job Classification Creation - Assistant General Manager  
Consideration of new employee classification and budget allocation.
- 3.3 Demolition and Removal of Former Housing Units  
Consideration of timing and method to address vacant units.
- 3.4 Clarification of District Policy Regarding Interment Restrictions  
Consideration of policy definitions for multiple interment options.
- 3.5 Employee Handbook Ad Hoc Committee  
Consideration of ad hoc committee to review and refine employee handbook.

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

- 4.1 Veterans Ad-hoc Committee Vossler/Coronel
- 4.2 Governance Policy Ad-Hoc Committee Vossler/Cornel

**5. TRUSTEE/GENERAL MANAGER COMMENTS:** Trustees and the General Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees consideration, among other things.

- 5.1 General Managers Comments (Attachment)

**6. CLOSED SESSION ITEMS:** 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).

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

**7. ADJOURNMENT**

**DECLARATION OF POSTING:**

I, Joshua Bonner, Board Clerk, declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place on Monday January 31, 2022 on or before 5:00 p.m.

---

Joshua Bonner, Interim Clerk of the Board

**Any person with a disability who requires accommodations in order to participate in the meeting should telephone District Cemetery Office at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.**