

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, February 4, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, February 4, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday January 31, 2022, at the following locations:

1. CVPCD Administrative building – 82847 Avenue 52 Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:01 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

John Rios, Trustee

Bruce Underwood, Trustee

Directors absent: None

Additional participants:

Josh Bonner, General Manager

Guillermo De La Torre, CVPCD Maintenance Foreman

Matt McCue, CVPCD Consultant

Mia Corral Brown, Chandler Asset Management (via Zoom)

Ben Colton, Nissho of California

Peter Marcy, Nissho of California

Junior Aguilar, Nissho of California

Carlos Campos, District Counsel

Additional participants for public comment:

Suzie Del Toro, Del Toro Foundation

FLAG SALUTE

District Counsel Campos led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

The following comments were read into record by GM Bonner via an email that was received February 4, 2022, from Brad Anderson (ba4612442@gmail.com):

“(A) Having had direct contact on prior occasions with CVPCD administration and addressing the Board at past Public meetings in regards to known on site active Mosquito breeding locations and other issues related to district operations. It was made clear that my concerns of Public safety/health would not be addressed (eliminated or readily mitigated).

It now appears that the current General Manager may be able to address areas of the district's boundaries that retain water to be mitigated to eliminate or reduce mosquito abundances.

(B) It's concerning that Trustee compensation had been increased to levels that appear to be ahead of other similar organizations. It would be advised to make a complete "board packet" (including financial transactions reports) available to the general Public (attached to meeting agendas for future CVPCD Board of Trustees meetings to illustrate transparency of district operations (Best practices - and accessible during California's declared State of Emergency)

(C) At the February 1, 2022 La Quinta City Council meeting the Current CVPCD general manager spoke of the district's increased interments that he referred to as being caused by a pandemic.

Please consider refraining from unregulated future remarks in regards to causes of deaths. Such statements may spike unnecessary fear of local Residents and serve No useful purpose.”

ADDITIONS TO THE AGENDA

GM Bonner presented a request to add “Ballot for LAFCO nominations” as item 3.6 under Action Items as well as an additional Closed Session item under Anticipated Litigation bringing the total number of potential cases to 3.

Motion: Coronel; To add both items listed above to the February 4, 2022 Agenda

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

PRESENTATIONS

GM Bonner introduced Guillermo De la Torre, CVPCD's new maintenance Foreman.

David Wells from JNS Next presented a draft of the CVPCD's new website.

Mia Corral Brown presented Chandler Asset Management's qualifications, personnel, and investment strategies for CVPCD.

Ben Colton of Nissho of California presented an update on CVPCD's landscaping management.

CONSENT CALENDAR

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.

Motion: Coronel; Pull item 2.5 for discussion. Move to pass the balance of the consent calendar.

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Discussion of Item 2.5

Trustee Coronel commented that the Board has been very transparent in all of its actions including trustee compensation and stipends. GM Bonner commented that training is offered through organized associations and often trainings are missed due to late registration because board approval is required and not expedient. This item will give the Board the flexibility that it needs to obtain proper training. GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: “Oppose - California Special Districts have used tax collected dollars for organizations that taxpayer's are not allowed to attend or monitor. Please consider retaining the original "vibe" and honor of the many past and one current trustee by limiting expenses.

Motion: Coronel; Approve item 2.5 as presented.

Second: Vossler

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

ACTION ITEMS

- 3.1 Well Pump Maintenance and Potential Replacement
GM Bonner discussed the current age and status of the District’s irrigation booster pump as well as a recent maintenance report update. Matt McCue offered clarifying comments as to what

exact pump was being discussed. Coronel suggested reaching out the Coachella Valley Mountains Conservancy for possible grant funds availability for this project.

Motion: Rosales; Grant authority to the GM to issue an RFP for replacement of this booster pump.

Second: Coronel

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

3.2 Proposed Job Classification Creation – Assistant General Manager

GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: “Oppose - Reclassification of other similar administrative staff should be entertained prior to the creation of a employment position that other Coachella Valley organizations have not implemented.” GM Bonner commented that all material supplied in the packet was in draft form only. GM Bonner recommended the position be a contract employee. Coronel commented that he has reservations about this position creation at this time. Underwood requested and obtained clarification about the contract status of the position. Rosales also voiced reservations about this position at this time. Counsel Campos offered clarifying comments to the board as to process for this position’s creation.

No action taken

3.3 Demolition and Removal of Former Housing Units

GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: “Support- If security services are not housed on CVPCD property - having outdated shelters should be avoided. Other Coachella Valley Special Districts have similar situations with surplus real estate. Those other governmental agencies have become landlords that have redirected attention away from their mission statment and Public duties. Please make the necessary arrangements to vacation said property (House) with Riverside County officials which will reduced financial burdens on the district's reserves (budget).” Vossler commented that cost estimates seemed low. GM Bonner offered clarifying comments as to what exactly the project would include.

Motion: Vossler; Grant authority to the GM to issue an RFP for project.

Second: Rios

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

3.4 Clarification of District Policy Regarding Interment Restrictions

Discussion ensued as to the details of the existing policy and confusion caused by it. Rosales offered his knowledge of the subject from his experience in the industry. Rosales recommended that the Board review other cemetery practices and policies and revisit this item at the next Board meeting.

No action taken.

3.5 Employee Handbook Ad Hoc Committee

Coronel recommended forming an Ad Hoc Committee to review the employee handbook for refinements. Discussion ensued as to what the committee would do and what amendments are required for the employee handbook. Various options were discussed. Vossler recommended waiting to address this issue until the Classification and Compensation Study is complete.

No action taken

3.6 Ballot for LAFCO Nominations for Western Riverside County

Discussion ensued as to what was being requested for the nomination and how to vote for it.

Motion: Coronel; Grant authority to Underwood to vote for the Board.

Second: Vossler

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Suzie Del Toro addressed the Board and discussed the wreath project that is driven by her foundation. Rosales and GM Bonner asked that any future concerns be brought to GM Bonner's attention. Ms. Del Toro also presented the Board with an appreciation award for their support of her Foundation's activities.

INFOMATIONAL ITEMS

4.1 Veterans Ad Hoc Committee

Nothing to report.

4.2 Governance Policy Ad Hoc Committee

Nothing to report

TRUSTEE/GENERAL MANAGER COMMENTS

GM Bonner reminded the Board that there is a written report in the packet. Vehicle mileage was reported. The Desert Sun will be out next week and they are planning a feature article on the District. A new approach to opening new cemetery sections 26 and 27 as discussed at prior meetings may not work due to time requirements of the methods involved. A bookkeeper has been engaged to assist cemetery services staff with payables and receivables so they can concentrate on family needs. Minutes and clerk duties will be assumed by current staff. A fourth service per day will be added for the month of March to assist with backlogs. Form 700s are coming due and were distributed to board members and staff. A special stipend report was not done because the information is included in the financial reports. This reporting will be continued going forward. Various items that may be included in next month's agenda were reported.

Adjourn to closed session at 11:11 am.

Resume open session at 11:47 am.

District Counsel Campos reported that there was no reportable action taken during closed session.

Meeting was adjourned at 11:48 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, March 4, 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.