

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
January 12, 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, January 12, 2021 at 8:00 a.m.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, January 8, 2021 by the Clerk of the Board.

CALL TO ORDER, ROLL CALL

Chairman Ernesto Rosales called the meeting to order at 8:08 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: Carlos Campos, District Counsel with Best, Best & Kreiger

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None to report

ADDITIONS TO THE AGENDA

One emergency item was added to Closed Session a potential litigation, initiation and exposure to litigation.
Approved by the Board 5-0.

CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION

1.1 BOARD MINUTES

Regular Meeting – December 8, 2020

1.2 FINANCE AND ADMINISTRATION

Expenditures #24667-24723

Discussion:Underwood discussed purchase of uniforms; Rosales explained the use of a personal credit card with Amazon.com. Rosales and Vossler approved the payment at the time.

Coronel reported check # 24694 for SR Social Media was cut, but has not been issued; discussion will follow later in the Agenda.

Coronel requested check # 24698 Vintage Landscape for extra labor not be approved; discussion will follow later in Closed Session.

Coronel opened discussion about the annual amount paid to Carlos Arroyo for tires, repairs, etc.

Rosales and Coronel will follow up on this matter.

Coronel reported David Farnworth texted that he had not been paid for recent Payroll Analysis.

Coronel replied that the check is on the way.

1.2b Investment Report

Coronel reported revenue last month was \$166,160. Rosales and Coronel will follow up on investments.

Motion: Underwood for approval of Consent Calendar with exception check # 24698

2ND: Coronel

Discussion: as per above

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries**

TUSTEE ACTION ITEMS

2.1 EMPLOYEE VISION/DENTAL PROGRAMS

Informational brochures were included with the Agenda Packet. Vossler reported telephone calls had been made to various insurance companies by staff member/Clerk of the Board Kathryn Herrera; however, she was unable to attend this meeting; thus, the information was received and filed for further discussion.

2.2 WATER TANK REPLACEMENT EXPENSE

Coronel reported on the County's inspection and need for replacement; original estimate for replacement \$10,000. Further, staff member Jason Wilbert has repaired and painted the water tank for years. Now there is a 30 day deadline to replace the water tank.

Campos will check with the County for an extension. Rios commented on pressure testing and the importance of avoiding any fines. Rosales reported on the water testing history.

Motion: Coronel for approval for the Chair to authorize spending up to \$20,000 for water tank replacement, labor and removal of old tank

2ND: Underwood

Discussion: as per above

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries**

2.3 REPLACE/RENEW FIREWALL

Coronel reported he and Vossler met with Southwest-Networks by Zoom. The cost to renew for three years is \$800 with \$400 for labor to swap out the necessary hard and software

Motion: Underwood

2ND: Rios

Discussion: as per above

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

****Motion carries**

2.4 CLIENT/CUSTOMER SATISFACTION SURVEY

Rosales discussed the importance of good service, professionalism and customer satisfaction although there is no real competition for CV Public Cemetery. He addressed telephone etiquette, dress code, professionalism in sales, etc.

Discussion followed with consensus that customer satisfaction survey data is needed. SR Social Media will be contacted for a proposal for a survey with qualified questions; results to a third party.

Motion: Rosales – not to exceed \$5,000.00

2ND: Coronel

Discussion: Discussion followed with consensus that customer satisfaction survey data is needed. SR Social Media will be contacted for a proposal for a survey with qualified questions; results to a third party.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries**

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

3.1 CBIZ CONTRACT, INSTALLATION & TRAINING

Coronel reported that the timeline has been slightly delayed by the holidays. Two time clock have arrived.

At 1:00 p.m. today Coronel and Vossler will meet with a CBIZ rep by Zoom re: administrative rights, payroll verification, etc.

3.2 SR SOCIAL MEDIA CONTRACT FOR WEBSITE

Coronel reported: after the agreement with SR Social Media was signed and prior to the deposit check being issued, Sarah Romero notified him she wanted to drop out because her keyman on the website project was out with COVID 19 family matters. Further, Rosales and Coronel asked if Sarah would be willing to take on the website project if the start date is moved to March 1, 2021. She agreed.

Motion: Coronel

2ND: Rios

Discussion: As per above

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries**

3.3 CAMERA INSTALLATION & SECURITY

Rosales reported the installation of 25 cameras around the cemetery property should be complete and online by Thursday, January 14. Installation locations include the burial grounds, office interior, water supply, gas pump, maintenance shop. Signs about cameras and security will be installed. Security patrol will start soon.

TRUSTEES COMMENTS

Coronel asked to move Trustees Comments before Closed Session in case anyone has to leave early.

Coronel said this meeting was the beginning of Chair Rosales and Vice Chair Vossler's second terms. Further he commented on the Board's cooperative working spirit. Rios commented on the importance of the current Board unity.

Underwood opened discussion about the expiration of Coronel's term in a few months. All agreed Coronel is an asset and should continue with the Board.

Coronel commented again on the positive working relationship of the Board; however, he did not commit on appointment to another term.

Open session adjourned for closed session; Closed Session convened at 9:18 a.m.

CLOSED SESSION

- 4.1 PUBLIC EMPLOYEE APPOINTMENT
Title: General Manager

- 4.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: 82827 AVENUE 52, COACHELLA, CA
AGENCY NEGOTIATOR: GENERAL COUNSEL
UNDER NEGOTIATION: PRICE & TERMS

- 4.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: 82847 AVENUE 52, COACHELLA, CA
AGENCY NEGOTIATOR: GENERAL COUNSEL
UNDER NEGOTIATION: PRICE & TERMS

- 4.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
PROPERTY: 82867 AVENUE 52, COACHELLA, CA
AGENCY NEGOTIATOR: GENERAL COUNSEL
UNDER NEGOTIATION: PRICE & TERMS

- 4.5 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 & TERMS

- 4.6 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
SIGNIFICANT EXPOSURE TO LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION
54956.9 (d)(2)/(e)(1)
EIGHT POTENTIAL CASES

- 4.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
INITIATION OF LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION 54956.9(4)
EIGHT POTENTIAL CASES
- 4.8 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 10:47 a.m.

Attorney Carlos Campos reported:

- The Board approved 5-0 the rekeying and recoding of the District Office.
- The Board approved 5-0 a 40 hour COVID-19 Time bank since the Federal requirement expired.

ADJOURNMENT

Meeting adjourned at 10:48 a.m.

Respectfully Submitted,

Judy Vossler, Vice Chair

Approved: Feb. 9, 2021 BOD Mtg