

Coachella Valley Public Cemetery District

Regular Meeting
Tuesday, June 8, 2021
8:00 AM

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) will take place at the offices of the **Coachella Valley Community Trust, located at 45-149 Smurr St., Indio, CA 92201, on Tuesday, June 8, 2021.** Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting will also be conducted via teleconference by Zoom.

Meeting ID: 876 8163 1893 **Passcode:** 1234

[CLICK BELOW TO JOIN MEETING:](#)

<https://us02web.zoom.us/j/87681631893?pwd=YUUrWWNYaFZtc0RnWnZrUk9PVGNndz09>

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to **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 3:00 p.m. on Monday, June 7, 2021.**
- 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. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

1.1 Trustee Minutes

- a. Regular Meeting – Tuesday, May 11, 2021 page 8
- b. Special Meeting – Friday, May 14, 2021 page 15
- c. Special Meeting – Friday, May 28, 2021 page 17

1.2 Finance and Administration

- a. Approval of Expenditures Check Nos. #25004-25093;
50130-50135; EFT Cks dated 5/5 thru 5/28/2021 page 20
- b. April 2021 Investment Report (Tabled from May 11, 2021 Meeting) page 24

1.3 Extension of temporary administrative services from Office Team page 30

1.4 Agreement to Retain Keenan & Associates as Employee Benefits Broker page 32

1.5 Customer Agreement to Purchase Burial Property page 45
Consideration to add Purchase Agreement with Cemetery
Policies for electronic execution and storage to Management Software

1.6 Endowment Management page 49
Wells Fargo Advisors recommendation of additional signers
and use of professional financial management firm for advisal
on financial investment and portfolio management when needed

1.7 Temporary Bathrooms page 54
Extension of Burrtec Agreement for temporary restroom
unit and Request for Boards revaluation for further
development and permanent infrastructure of additional Public Restroom

1.8 Addition of Office Position – Cemetery Services Coordinator
Request to fill vacant office staff position page 58

1.9 Addition of Maintenance Technician Information to follow

2. **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.

2.1 Resolution No. 100 Fixing the Employer Contribution Under the

	Public Employees’ Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants	page 64
2.2	Clarification of District Provided Benefits for Employees and Eligible Retirees	page 98
2.3	Amendment to Bylaws to Allow Regular Meeting Schedule To Be Adopted by Resolution and Resolution Adopting 2021-2022 Meeting Schedule	page 108
2.4	Cemetery Park Hours and Weekend Coverage	page 116
2.5	Communication and Social Media Policy	page 120
2.6	Storage of Headstones Recommendation to immediately dispose of the headstones if not claimed after replacement process and dispose of headstones still in Cemetery possession	page 129
2.7	Equipment Review Review of equipment listed as decommission and approval to sale at auction and/or dispose as dictated by County/State guidelines to clear off capitol assets.	page 131
2.8	Re-Purposing of District Asset – Housing Structure Recommendation to explore use of one housing structure as an additional administrative office to include a conference/board room and additional office space.	page 141
2.9	Headstone Production for Outside Vendors Review cost for CVPCD cement operation of pouring headstone borders for outside vendors	page 146
2.10	Fiscal Year 2021/2022 Budget Update #2	page 150
2.11	Discussion on Adopting an Ordinance Increasing Board of Trustees’ Compensation for Attending Meetings	page 157
2.12	California Association of Public Cemeteries Recommendation to Continue membership with The California Association of Public Cemeteries (CAPC) which represents public cemetery operations across California, stimulate the development of all members and foster education of the governing boards and administrative personnel of public cemeteries	page 164

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

3.1	Security Ad-hoc Committee	Rosales/Coronel
3.2	Information Technology Ad-Hoc Committee	Vossler/Coronel
3.3	Office Operations Ad-Hoc Committee	Vossler/Coronel
3.4	FY-2019/2020 Audit/Budget Ad-Hoc Committee	Underwood
3.5	COVID-19 District Protocols	Underwood/Rios
3.6	Maintenance Operations	Rosales/Coronel

4. 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).

- 4.1 THREAT OF LITIGATION
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
 - 4.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)
One (1) Potential Cases
 - 4.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)
One (1) Potential Cases
 - 4.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(THREAT OF LITIGATION)
Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)
Two (2) Potential Cases
- 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

4.5 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
(1) potential case

5. **TRUSTEE 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.

6. **ADJOURNMENT**

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.

DECLARATION OF POSTING: I 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 Friday, June 3, 2021.

_____*Kathryn Herrera*_____

Kathryn Herrera, Clerk of the Board of Trustees