

Coachella Valley Public Cemetery District

Regular Meeting
Tuesday, May 11, 2021
8:00 AM

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, May 11, 2021 at 8:00 a.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, the meeting was also conducted via Zoom.

CALL TO ORDER:

Chairman Rosales called the meeting to order at 8:08 a.m., those in attendance were as follows:

Directors Present: Ernesto Rosales, Chair, Judy Vossler, Vice-Chair, Trustees Marcos Coronel, John Rios, Bruce Underwood

Directors Absent: None

Add'l Participants: Josh Bonner, General Manager, Kathryn Herrera, Clerk of the Board and Carlos Campos, District Counsel with Best Best & Kreiger

Add'l Participant for Public Comment: Brad Andersen, via zoom

FLAG SALUTE

Led by Josh Bonner

MOMENT OF SILENCE

PUBLIC COMMENT:

Brad Anderson provided public comment via zoom, his comment was to request the Meeting Agenda have the telephone number for public participation - this would be in addition to the Zoom link, the date and time on website for Agenda Posting should be updated, implementation of baiting stations for mosquitoes that have been previously requested.

ADDITIONS TO THE AGENDA:

Trustee Coronel:

- 1) Request to take item 2.1 of the agenda out of order for first order of business
- 2) Item 4.8 of Closed Session to be taken out of order and moved to first part of meeting prior to approval of Consent Calendar.

Motion: Coronel - motion to approve the request listed as item 1 & 2 as noted above

2nd: Vossler

Discussion: None

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

Motion carries

Open session adjourned for closed session; closed session convened at 8:17 a.m.

CLOSED SESSION ITEMS

4.8 PUBLIC EMPLOYEE APPOINTMENT
TITLE: GENERAL MANAGER

Closed session adjourned Open Session convened at 8:36 a.m.
Attorney Carlos Campos reported:
The board discussed agendized item, provided direction, no reportable action.

CONSENT CALENDAR: BOARD MINUTES AND FINANCE AND ADMINISTRATION

1.1 Meeting Minutes

a. Regular Meeting – Tuesday, April 13, 2021

1.2 Finance and Administration

a. Approval of Expenditures Check Nos. # - 24955 to 25003
b. April 2021 Investment Report

1.3 Extension of Temporary Administrative Services from Office Team

1.4 Extension of General Manager Spending Limit Increase to \$15,000

1.5 Authorizing the General Manager to procure Basecamp Project Management Tool

1.6 Annual Membership – Greater Coachella Valley Chamber of Commerce

1.7 Transition of Operational Contact with RGS to General Manager

1.8 Riverside County Economic Recovery Task Force Participation

1.9 Bank Signature Authority

1.10 District Letter Requesting Supervisor Manuel Perez Reappoint Trustee Coronel

Motion: Coronel to approve Consent Calendar with the exception of item 1.2b to be tabled for approval in the June 2021 Trustee meeting
2nd: Vossler
Discussion: Trustee Underwood requested clarification on expenditures – specifically trustee stipends, legal counsel will further explore payment of stipends.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries

Motion: Vossler to approve item 1.9 as follows: Current bank signers: Trustees Rosales, Vossler, Rios, Underwood, Staff: Herrera.
Direction to add General Manager Josh Bonner and Trustee Coronel and remove Clerk of the Board as a signor to Wells Fargo accounts.
2nd: Coronel
Discussion: no particular sequence to Trustee signors; General Manager signature plus one member of the Board, unless the General Manager is unavailable in which case a check may be executed with two board member signatures. Credit Card Policy to be brought forth..
Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None
Absent: None
Abstain: None
Motion carries

TRUSTEES ACTION ITEMS

2.1 Coachella Valley Public Cemetery District Employment Agreement – General Manager

The proposed Coachella Valley Public Cemetery District Employment Agreement – General Manager and engage Joshua Bonner as the General Manager of the District.

The Employment Agreement made and entered into as of May 11, 2021 and shall be retroactive to May 3, 2021. Term of one (1) year, Annual salary of One Hundred Fifty Thousand Dollars (\$150,000.00), health, retirement, insurance and other benefits will be the same as provided to management employees, Automobile allowance of \$500.00 per month, reimbursement of any COBRA costs that may incur as a result of absence of insurance.

Motion: Coronel
2nd: Rios
Discussion: none
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion carries

2.2 Elimination of Acting-General Manager

Trustee Coronel: During the period of transition board took action to appoint Rosales as acting General Manager, now that the General Manager position has been filled motion to eliminate the acting role after a six-month period.

Motion: Rios
2nd: Vossler
Discussion: none
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion carries

2.3 Reaffirmation of the General Manager Transition Team/Ad-Hoc Committee

To establish a General Manager Transition Team/Ad-Hoc Committee Coachella Valley Public Cemetery District which will provide direction with the day-to-day supervision, coordination, transition, training, collaboration, and on-boarding of the General Manager

Motion: Vossler to appoint Chair Rosales and Trustee Coronel for the committee
2nd: Rios
Discussion: Term of committee to be 1 year which will coincide with the term of the General Manager contract
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion carries

2.4 Gate Hours and Public Access

Recommendation to consider changing public access to 7:00 a.m. to 6:00 p.m., Sunday-Saturday. It is recommended that the Board authorize the General Manager to look into security service for some level of policy enforcement when staff is not present. Hours effective July 1, 2021.

Motion: Underwood to accept the staff report as presented
2nd: Coronel
Discussion: Daylight savings time hours were taken into consideration; limited hours on weekends. The current Cemetery hours are 5am to 6pm daily.

****Motion withdrawn and does not carry****

Sub Motion: Coronel gate hours to be Sunday-Saturday 7am-6pm
2nd: Vossler
Discussion: Daylight savings time hours were taken into consideration and General Manager will report back with a modification for winter schedule if needed; time will also allow for more efficient operations. Public to be advised of the new hours. The current cemetery hours are 5am to 6pm daily.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries****

2.5 Administrative Offices Hours of Operation and Reopening Plan

Recommended CVPCD adopt the new office hours of 8:00 AM to 5:00 PM, Monday through Friday (closed holidays and weekends), and authorize the GM to report back to the Board of Trustees with final staffing recommendations and a full financial impact report. It is recommended CVPCD offices return to normal operations, with State and County masking, social distancing, and capacity limitations in force, when the County moves to the Yellow Tier. Changes to office hours effective July 1, 2021 in order to allow employees to adjust personal schedules as required.

Motion: Coronel to adopt office hours of 8:00 a.m. to 6:00 p.m. Monday-Friday
2nd: Rosales
Discussion: Rios in favor of keeping appointments. General Manager to explore and report back to Trustees with a budget for possible weekend operations. General Manager can always bring hours of operation back to Trustees for future re-evaluation.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries****

2.6 Designation of Public Parking Locations

Recommendation to create parking designations along the north side of the street directly in front of the office.

Motion: Coronel
2nd: Rios
Discussion:
Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries****

2.7 Adoption of Video Surveillance Policy

Recommendation that the District Board of Trustees adopt the Video Surveillance Policy and establish a fee policy.

Motion: Vossler

2nd: Rios

Discussion: Contract to include verbiage that employees and vendors to have no expectation of privacy; vendor contracts will include such verbiage.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries****

2.8 Amended Bylaws Moving District Board Meetings to the Second Friday of Each Month

Trustees are to review Bylaws and provide comments to General Manager and Legal Counsel by May 31, 2021

****Tabled for Future Meeting****

2.9 Fiscal Year 2021/2022 Budget Update

Trustees reviewed the updated draft preliminary budget; Regional Government Services (RGS) will revise the budget as directed by the General Manager and Trustees and also provide an Excel spreadsheet. Trustees request Actuary Study and Fee study. Direction given to receive and file information provided from Regional Government Services.

2.10 Authorization for the General Manager to seek competitive bids from various vendors

Recommendation for CVPCD Trustees to authorize General Manager to look into RFQ's for processes including Cleaning Service, to include COVID-19 deep cleaning, Tree Trimming Service, Bank/Merchant Services, Landscaping Service, and Website Refresh/Rebuild. General Manager to report back with which services should be sent to RFQ, along with a detailed financial impact report and reasons for action.

Motion: Coronel

2nd: Rios

Discussion: None

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries****

INFORMATIONAL ITEMS

3.1 Security Ad-hoc Committee

No information to report, Video Policy approved.

3.2 Information Technology Ad-Hoc Committee

Coronel: tablets/iPads for staff to be explored, General Manager will look into products

3.3 Office Operations Ad-Hoc Committee

Coronel: Facility Usage Agreement to expire June 1, 2021. General Manager will explore other offices available to use for future Trustee Meetings. General Manager to inquire on street expansion of Avenue 52.

3.4 COVID-19 District Protocols

Vossler: Office Staff and Operations to continue to follow CDC guidelines.
Rios: Keep staff and public comfortable and revisit protocols next month.

3.5 Maintenance Operations

Rosales: Current plan in action to improve and increase the installation of headstone settings to 20-40 at a time.
Future discussion: Marker pouring for Desert Memorial Park
Coronel: Trustees have authorized General Manager to add temporary staff for backlog.

3.6 Discussion on Trustee Stipends/Reimbursements

Coronel: Explore resolution for Trustee Stipends/Reimbursements, would like board feedback to reduce/increase/suspend stipends, will be sent to the Budget committee for further review
Rosales: Supports leaving policy as is and get clarity from counsel
Underwood: create a standing committee, legal counsel was to provide clarification, in support of budget committee as standing committee
Legal counsel to advise on tax issue, clarity needed on stipends,
Vossler: in support of Legal counsel reporting back with clarity on the stipends, taxes and reimbursements

3.7 FY-2019/2020 Audit/Budget Ad-Hoc Committee

Vossler resigned from committee
Underwood will remain on committee and meet with General Manager

Open session adjourned; Closed Session convened at 10:38 a.m.

CLOSED SESSION ITEMS

4.1 THREAT TO PUBLIC SERVICES

Pursuant to California Government Code Section 54957
Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

4.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82827 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and Terms

4.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82847 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and Terms

4.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82867 Avenue 52, Coachella, CA
Agency Negotiator: General Counsel
Under Negotiation: Price and 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 and 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 (8) potential cases

4.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)

Eight (8) potential cases

Closed session adjourned; Open Session convened at 12:11 p.m.

Attorney Carlos Campos reported:

Trustees discussed the items agendized for closed session; provided direction, no reportable action.

ADJOURNMENT 12:13 p.m.

NEXT MEETING TIME, DATE AND LOCATION

Next regular scheduled Trustee Meeting is: June 8, 2021 8 a.m.

Respectfully Submitted,

Kathryn Herrera

Clerk of the Board

Approved: 6/11/2021 BOT Meeting