

Coachella Valley Public Cemetery District

Regular Meeting

Friday, September 3, 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 Public Cemetery Administrative Building located at 82847 Avenue 52, Coachella, CA 92236, on Friday, September 3rd, 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: 830 1921 2074

Passcode: 1234

CLICK BELOW TO JOIN MEETING:

<https://us02web.zoom.us/j/83019212074?pwd=TWczVW5NcnlPQ3dUUIhhenpyYVlOUT09>

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to info@cvmcd.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, September 2nd, 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 – Friday, August 6, 2021
 - 1.2 Finance and Administration
 - a. Approval of Expenditures Check Nos. #25250-25304, #50146-50147; EFT Cks. totaling \$13,598.29
 - b. July 2021 Investment Report
 - 1.3 Adoption of Arbor Maintenance Contract
Adoption of Contract for Services Awarded to Kirkpatrick Landscaping Services, Inc.
 - 1.4 Adoption of Landscape Maintenance Contract
Adoption of Contract for Services Awarded to Nissho California
 - 1.5 Adoption of Security Services Contract Agreement
Adoption of Contract for Services Awarded to Maxwell Security Services
 - 1.6 Approval of Trustee Compensation for Trustee Coronel
Approval of compensation for training classes attended in service to the District
 - 1.7 Approval of Additional Applications Purchase from CemSites
Approval of purchase of additional applications to support new CVPCD website

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 Approval of Staff Reorganization and Adjustment to Compensation Ranges
 - a. Recommended Adoption of New and Revised Job Descriptions
 - b. Recommend Approval of New Organizational Chart
 - c. Recommend Approval of Revised Budget Impact
 - 2.2 Cemetery Park Hours, Modification to Closing Times
Approval of change to cemetery closing times
 - 2.3 Authorization for General Manager to Negotiate Customer Credit Resolutions
Approval of financial threshold for General Manager to negotiate with public
 - 2.4 Adoption of Ad Hoc Committees for 2021-2022 Fiscal Year
Termination and adoption of new Board committees

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 | Maintenance Operations | Rosales/Coronel |

4. 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. 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).

- 5.1 THREAT OF LITIGATION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Two (2) potential case

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 Monday August 31, 2021



Joshua Bonner, General Manager

Kathryn Herrera is inviting you to a scheduled Zoom meeting.

Topic: September 3, 2021 BOT Meeting

Time: Sep 3, 2021 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

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One tap mobile

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+1 346 248 7799 US (Houston)

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+1 301 715 8592 US (Washington DC)

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