

**Coachella Valley Public Cemetery District**

Board of Trustees Meeting Minutes

Friday, March 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, March 4, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday February 28, 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 8:00 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

Trustees absent: None

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Manuel Santana, Maintenance Technician, CVPCD

Additional participants for public comment:

Brad Anderson

GM Bonner announced that the meeting was being recorded.

**FLAG SALUTE**

Manuel Santana led the salute.

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

GM Bonner introduced Manuel Santana as the District's newest employee.

Brad Anderson commented that he as pleased with how things were going at the cemetery.

GM Bonner commented that there were no other public comments requested and no emails had been received for public comment.

### **ADDITIONS TO THE AGENDA**

Trustee Underwood requested that 3.7 under action items be moved to 3.1. All Board members concurred. No motion was made.

Chair Rosales moved the meeting to closed session at 8:11 a.m.

### **CLOSED SESSION ITEMS**

- 1.1 Performance Evaluation  
Title: General Manager
- 1.2 Conference with Labor Negotiators  
Agency Designated Representatives: Carlos Campos, General Counsel  
Unrepresented Employee: Josh Bonner, General Manager

Chair Rosales reconvened the meeting from closed session at 9:46 am.

Counsel Campos announced that no reportable action was taken during closed session.

### **CONSENT CALENDAR**

- 2.1 Trustee Minutes
  - a. Regular Meeting – February 4, 2022
- 2.2 Finance and Administration
  - a. Approval of Expenditures Check Nos. 25655 – 25745
  - b. Investment Report

Motion: Coronel; Pull item 2.2 for discussion. Move to pass the balance of the consent calendar.

Second: Rios

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Trustee Coronel asked as to when the board may see a budget adjustment or reconciliation of amounts shown on the Income statement of the District that are over budget. Matt McCue commented that this was currently being worked on was mostly related to items misclassified in the general ledger and that most items are not, in fact, over budget and that these would probably be fixed by the April meeting.

Motion: Coronel; Approve item 2.2.

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

## **ACTION ITEMS**

### 3.7 General Manager Contract

Item was tabled until the April 1, 2022, meeting.

### 3.1 Opening of Previously Reserved Property for Infrastructure GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 2.2.  
Second: Underwood  
Yes: Rosales, Vossler, Coronel, Rios, Underwood  
No: None  
Motion passed

### 3.2 Administrative Assistant/Clerk of the Board Position

GM Bonner reviewed the staff report and commented that his biggest concern for the position is urgency so that it may be included in the class/comp study as well as the fee study. Trustee Coronel commented that he thought the position needed to have more concentration on management analyst duties.

Motion: Coronel; Wait to fill the position until the class/comp study is complete and ask the consultants performing the study to place a priority on this position.  
Second: Rios  
Yes: Rosales, Vossler, Coronel, Rios, Underwood  
No: None  
Motion passed

### 3.3 Proposed Job Classification Creation – Assistant General Manager

A short discussion of the item occurred. It was agreed upon to address this item after further discussions were had amongst the general manager and the Board.  
No action taken.

### 3.4 Clarification of District Policy Regarding Interment Restrictions

GM Bonner explained that this item was tabled at the February meeting and has been brought back to the Board today. Discussion ensued.

Motion: Rosales; Staff to work with counsel on redrafting District policies to only allow 3 interments per lot and only 2 opening/closings per lot. Also, a maximum of 3 names per headstone should be included in the revisions and all revisions be brought back to the Board for approval.  
Second: Rios  
Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None  
Motion passed

3.5 Approval of Demolition Services

GM Bonner reviewed the staff report as well as the proposal submitted by Emery Landclearing and Grading, Inc.

Motion: Rios; Approve as presented  
Second: Underwood  
Yes: Rosales, Vossler, Coronel, Rios, Underwood  
No: None  
Motion passed

3.6 Repealing and Replacing Travel and Expense Reimbursement Policy  
Approval of Resolution No. 114

GM Bonner reviewed the staff report. Trustee Coronel mentioned the following recommended changes:

1. A. (7) – remove the word “required
2. Add language that this policy is not in conflict with any other District policies
3. Allow reimbursement requests to be submitted within 90 days

Motion: Coronel; To pass Resolution No. 114 with the above noted changes.  
Second: Rios  
Yes: Rosales, Vossler, Coronel, Rios, Underwood  
No: None  
Motion passed

**INFOMATIONAL ITEMS**

4.1 Veterans Ad Hoc Committee

Consensus was reached to replace Trustee Coronel with Trustee Rios on this committee. Trustee Coronel reported that after last month’s Board meeting there was a meeting with Suzie Del Toro and her foundation. The meeting was productive, and concessions were reached that will serve future activities of the cemetery and the foundation well.

4.2 Governance Policy Ad Hoc Committee

Nothing to report

4.3 Engineering Services for Road and Vault Placement

GM Bonner reported that staff has exhausted its efforts to obtain proposals/quotes for the above services and will now move forward with direct inquiries and/or an informal bid process.

#### 4.4 Board of Trustees Annual Planning Session

GM Bonner announced that the annual planning session will be held in April at the Renaissance Esmeralda hotel and include the following topics: Budget, Board governance and planning with Bob Marra, Strategic planning, Board schedule for 22/23 fiscal year, Rules enforcement on weekends at cemetery and the naming of the cemetery (as opposed to the cemetery district).

#### **TRUSTEE/GENERAL MANAGER COMMENTS**

GM Bonner reported that the columbarium benches have been addressed and staff are changing out the fans. New crowd control devices are in place. The new website is essentially done. Launch should be soon, and a draft will be circulated. Changes will be continual. There was a nice story in the Desert Sun about the cemetery. GM Bonner would like to step off the All-Valley Chamber Board and Trustee Coronel will replace him.

Trustee Coronel reported that he visited the Palo Verde Cemetery District and witnessed a burial. They have needs that we may be able to assist with. The security company that we use does not have license plates on their cars. He attended a CSDA webinar on ARPA Funds. His work schedule will be changing, and Board meeting dates may need to be adjusted. His reappointment to the Board has been confirmed for another 4 years.

Meeting was adjourned at 11:08 am.

#### **NEXT MEETING TIME, DATE AND LOCATION**

Friday, April 1, 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.