

**Coachella Valley Public Cemetery District**

Board of Trustees Meeting Minutes

Friday, May 13, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Renaissance Esmerelda Resort & Spa, Monaco Board Room, located at 44400 Indian Wells Lane, Indian Wells, CA 92210 on Friday, May 13, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday March 28, 2022, at the following locations:

1. CVPCD Administrative building – 82847 Avenue 52 Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>
3. The Renaissance Esmerelda Resort & Spa, Monaco Board Room, located at 44400 Indian Wells Lane, Indian Wells, CA 92210

**CALL TO ORDER, ROLL CALL**

Vice-Chair Judy Vossler called the meeting to order at 8:08 am, those in attendance were as follows:

Trustees present:

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

Ernesto Rosales, Chair

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Additional participants for public comment:

None

**FLAG SALUTE**

Director Rios led the salute.

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

## **ADDITIONS TO THE AGENDA**

None

## **PRESENTATION**

- 1.1 2021-2022 Operational Review  
GM Bonner reviewed trends in interments, staffing and other operational statistics.
- 1.2 Employee Feedback  
Consultant Bob Marra joined the meeting via Zoom and presented the feedback that he got from employees at his March 17, 2022 meeting with all employees.
- 1.3 2022-2023 Draft Budget  
Consultant Matt McCue reviewed the proposed draft for the 2022-2023 fiscal year operating and capital budgets. The Board requested that Mr. McCue bring back another draft to the June 10, 2022 meeting.
- 1.4 Fee Study  
Consultant Tony Thrasher with Willdan Financial presented the results thus far of his fee study for the District. Discussion ensued and the Board requested that he come back to a future meeting with different scenarios for the Board to consider.

## **CONSENT CALENDAR**

- 2.1 Trustee Minutes
  - a. Special Meeting – April 22, 2022
- 2.2 Finance and Administration
  - a. Approval of Expenditures -- Checking 25806 – 25900 and ACHs as detailed, General – 1502, and PreNeed 1293-1294
  - b. Investment Report
  - c. Budget to Actual
- 2.3 Approval of Audit for Fiscal Year Ending June 30, 2021
- 2.4 Completion and termination of Ad Hoc Committees
  - a. Veteran’s Ad Hoc Committee
  - b. Governance Ad Hoc Committee

Motion: Underwood; Move to pass the consent calendar.

Second: Rios

Yes: Vossler, Rios, Underwood, Coronel

No: None

Motion passed

**ACTION ITEMS**

3.1 Adoption of a Financial Reserves Policy

Review and discuss proposed financial review policy.  
Consultant McCue reviewed the staff report.

Motion: Underwood; Move to pass as presented.  
Second: Rios  
Yes: Vossler, Rios, Underwood  
No: Coronel  
Motion passed

3.2 Review and Adopt Cemetery Grounds Policy

Changes requested from the April 22, 2022 special meeting  
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.2.  
Second: Rios  
Yes: Coronel, Vossler, Rios, Underwood  
No: None  
Motion passed

3.3 2022-2023 Board Meeting Schedule

Discuss and adopt meeting schedule for next business year.

Motion: Rios; GM to work with Trustee Coronel on Schedule.  
Second: Underwood  
Yes: Coronel, Vossler, Rios, Underwood  
No: None  
Motion passed

3.4 On-call vehicle use

Clarification of vehicle use policy for work truck  
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.4 Granting GM Authority to Assign  
Second: Rios  
Yes: Coronel, Vossler, Rios, Underwood  
No: None  
Motion passed

3.5 Legislative Advocacy Policy

Review and adopt District legislative advocacy policy  
GM Bonner reviewed the staff report.

Motion: Coronel; Approve policy as presented with the creation of an ad-hoc committee, with Underwood and Coronel as members.  
Second: Underwood  
Yes: Coronel, Vossler, Rios, Underwood  
No: None  
Motion passed

**TRUSTEE/GENERAL MANAGER COMMENTS**

GM Bonner

Meeting was adjourned at 10:44 am.

**NEXT MEETING TIME, DATE AND LOCATION**

Friday, June 10, 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.