

**Coachella Valley Public Cemetery District**

Board of Trustees Meeting Minutes

Friday, July 15, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 on Friday, July 15, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday July 11, 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 8:01 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

None

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Leena Rai, Transformance Consulting

Additional participants for public comment:

None

**FLAG SALUTE**

Trustee Underwood led the salute.

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

## **ADDITIONS TO THE AGENDA**

None

## **CONSENT CALENDAR**

Director Coronel had a clarifying question on the Finance and Administration item.

Vice Chair Vossler requested a minor revision to minutes.

Motion: Coronel  
Second: Vossler  
Yes: Rosales, Vossler, Rios, Underwood, Coronel  
No: None  
Motion passed

### 1.1 Trustee Minutes

- a. Regular Board Meeting – June 2022

### 1.2 Finance and Administration

- a. Approval of Expenditures -- Checking 25983 – 26063 and ACHs as detailed
- b. Investment Report
- c. Budget to Actual
- d. Dashboard

### 1.3 June 30, 2022, Financial Statement Audit

Engagement of David Farnsworth, CPA for a total of \$19,995

## **ACTION ITEMS**

### 2.1 Classification and Compensation Study

Review study results and act on vendor recommendations

Consultant Leena Rai was present for questions. Discussion ensued. No action was taken. The following direction was given to staff:

1. Analyze the current salary matrix and ensure that compression is not occurring between management staff and their direct report. The desired spread between these positions would be 20%.
2. The current Cemetery Services Coordinator I to be moved to Cemetery Services Coordinator II, step 1.
3. Staff to bring back to the Board at a future date an analysis/proposal for health and wellness, education and bilingual pay programs.
4. The Financial Analyst/Clerk of the Board position be established with a beginning range of \$6,770 (step 1).
5. The Administrative Assistant and Assistant General Manager positions be left at status quo.

### 2.2 CVPCD Legislative Platform Revisions

Review and act on changes to Legislative Platform submitted by ad-hoc committee.

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

- 2.3 Resolution No. 117, A Resolution to Oppose Initiative 21-0042A1  
Request from CSDA to oppose California Initiative 21-0042A1

Motion: Rios; Approve item 2.3 as presented.  
Second: Underwood  
Yes: Underwood, Vossler, Rios, Rosales  
No: Coronel  
Absent: None  
Motion passed

- 2.4 Research on Backhoe Purchase Options for Possible Replacement  
Cost analysis for replacing existing backhoe assets

Item was tabled until next Board meeting.

- 2.5 Policies and Procedures Related to District Governance  
Review and act on proposed adoption of Board governance document

Item was tabled until next Board meeting.

- 9:31 Director Coronel left the meeting

GM Bonner requested that the General Managers report be given at this time to include any other Board members that will be leaving the meeting.

GM Bonner presented a traffic and parking plan as well as other logistical information for the Día De Los Muertos event in October.

- 9:39 Chair Rosales left the meeting.

- 9:40 Meeting recess called for a break.

- 9:46 Meeting resumed after break.

- 2.6 Fee Study  
Review and act on recommended changes to District fee schedule  
GM Bonner presented the staff report. Discussion ensued.

Motion: Underwood; Adopt new fees as presented in the staff report. Accept decrease as presented to Disinterment Fee. Implement a 30% increase on all other existing fees effective September 1, 2022, and implement another 30% increase in all fees effective September 1, 2023.

Second: Rios

Yes: Vossler, Rios, Underwood

No: None

Absent: Rosales, Coronel

Motion passed

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

Director Rios commented on current signage at the Cemetery and requested that some signs be enlarged.

Director Underwood reported that he recently attended a webinar on governance, stated that the District should have a Board orientation program. He also commented on the District's current seat on the Greater Coachella Valley Chamber of Commerce's Board and recommended that no action be taken on filling the seat. Legal Council gave direction that the chamber seat topic be brought back on the August agenda if the Board wishes to discuss further, Board concurred. He then reported that he recently voted in the CSDA election on behalf of the District and voted for all of the incumbents in the race.

Meeting was adjourned at 10:17 am.

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

Friday, August 12, 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.