

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, June 10, 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 Avaneue 52, Coachella, CA 92236 on Friday, June 10, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday June 6, 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

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

David Turner, CV Engineers

Leena Rai, Transformance Consulting

Additional participants for public comment:

None

FLAG SALUTE

Chair Rosales led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

One public comment was submitted via Facebook from Ledesma Michelle requesting that potholes in the cemetery roads be addressed/repaired.

ADDITIONS TO THE AGENDA

Director Coronel requested that an item be added to the agenda to designate a board member to be the District's voter for the upcoming CSDA election on July 8. This is an urgency item due to the next scheduled District meeting not being until July 15, 2022.

Motion: Rios; Move to add agenda item 3.4.
Second: Underwood
Yes: Rosales, Vossler, Rios, Underwood, Coronel
No: None
Motion passed

PRESENTATION

1.1 David Turner, CV Engineers

Mr. Turner presented and discussed his firm's proposal to provide engineering services related to the rehabilitation of the Cemetery's roads and related future expansion.

1.2 Leena Rai, Transformance Consulting

Ms. Rai presented and discussed her firm's final report of the Coachella Valley Public Cemetery District Classification and Total Compensation Plan.

CONSENT CALENDAR

Vice-Chair Vossler commented that the May minutes should read that the next meeting is June 10, 2022, not April as presented.

Director Coronel made a motion to pull item 2.5 and move it to action item 3.5, pull item 2.6 and make it action item 3.6 and approve the balance of the Consent Calendar.

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

2.1 Trustee Minutes

- a. Regular Board Meeting – May 13, 2022

2.2 Finance and Administration

- a. Approval of Expenditures -- Checking 25901 – 25982 and ACHs as detailed, General – 1503, and PreNeed 1295
- b. Investment Report
- c. Budget to Actual

- 2.3 Decommission of Unused or Replaced Equipment
Recommend decommission and auction of equipment no longer in regular use by District personnel.
- 2.4 Amendment to Consultant Agreement with Matthew McCue
Recommend approval of Amendment No. 1 to the Professional Services Agreement with Matthew McCue to provide administrative professional services.

ACTION ITEMS

3.1 2022-2023 Annual Budget

Recommend adoption of operating budget for the 2022-2023 fiscal year
GM Bonner discussed the staff report as presented. Discussion ensued.

Motion: Underwood; Move to pass budget with no adjustments (as presented in column A of Exhibit A).

Second: Vice-Chair Vossler

Yes: Underwood, Vossler

No: Coronel, Rosales

Abstain: Rios

Motion Failed

Motion: Rios; Move to pass as presented with the following amendments:

Operating

6270 Audit – increase to \$24K (pursue GFOA Award)

6117 Travel Board – change to \$10K

6126 Travel Staff – change to \$15K

6170 Uniform – change to \$7K

Capital

Backhoe – change to \$0

Side-by-side change to \$0

Landscape Improvements – change to \$30K

6155 – Security change to \$150K

Second: Vice-Chair Vossler

Yes: Rosales, Vossler, Rios, Underwood, Coronel

No: None

Motion passed

Director Underwood left the meeting

3.2 Video and Public Relations Project to Document Infrastructure Improvements

Review of request to authorize staff to do an emergency procurement for video and public relations work related to District improvements.

GM Bonner reviewed the staff report.

Motion: Rios; Approve item 3.2 as presented and add \$15,000 to the operating budget.
Second: Coronel
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.3 Resolution adopting 2022-2023 Board of Trustees Meeting Schedule
Recommend adoption of Resolution 116 to meet bylaw requirements to establish Board of
Trustee annual meeting schedule.

Motion: Vice-Chair Vossler; Approve item 3.3 as presented.
Second: Coronel
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.4 Establish/Appoint Director Underwood as the District's representative to vote in the upcoming
July 8, 2022 election.

Motion: Rios; Approve item 3.4 as presented.
Second: Vice-Chair Vossler
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.5 Contract Agreement with Nissho for general cleaning services for an annual amount not to
exceed \$21,000.
GM Bonner reviewed the staff report. The original lowest responding bidder was Jay's One Stop
Cleaning Services, but they responded with contract amendments that were unacceptable to
the GM and District Counsel. Nissho was the second lowest responding bidder.

Motion: Coronel; Approve Contract with Nissho for general cleaning services for an
annual amount not to exceed \$21,000.
Second: Vice-Chair Vossler
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

3.6 Contract Agreement with Coachella Valley Engineers
Recommend approval of contract with Coachella Valley Engineers in the amount of \$75,000 or engineering work required to publish road repair RFP and related infrastructure work.
GM Bonner revied the staff report.

Motion: Coronel; Approve item 3.6 as presented.
Second: Rios
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

TRUSTEE/GENERAL MANAGER COMMENTS

Vice-Chair Vossler reported her support for reappointment of the three trustees whose terms were expiring in the coming year.

Director Coronel reported that he had attended a conference in Sacramento, a chamber of commerce breakfast with Assembly member Garcia and the Memorial Day event at the Cemetery.

GM Bonner reported the vehicle mileage report, an invoice for emergency repair work on the District’s backhoe, the presence of Riverside County Sherriff for Father’s Day and his written report as presented.

Meeting was adjourned at 10:22 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, July 15, 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.