

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, August 12, 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, August 12, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday August 8, 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

Carlos Campos, District Counsel

Alayna Sampson, Chandler Asset Management (via Zoom)

Jayson Schmitt, Chandler Asset Management (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

PRESENTATION

- 1.1 Alayne Sampson and Jayson Schmitt, Chandler Asset Management
Ms. Sampson And Mr. Schmitt gave presentations on market and CVPCD portfolio updates.
- 1.2 Matt McCue, Consultant
Presentation of PERS UAL and OPEB liabilities pre-funding options.
GM Bonner informed the board that Matt McCue was absent from the meeting. This item will be brought back to the board at the September meeting.

CONSENT CALENDAR

- Motion: Underwood; Move to approve the consent calendar as presented.
Second: Vossler
Yes: Rosales, Vossler, Rios, Coronel, Underwood
No: None
Abstain: None
Motion passed
- 2.1 Trustee Minutes
 - a. Regular Board Meeting – July
 - 2.2 Finance and Administration
 - a. Approval of Expenditures - Checking 26034-26089 and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
 - d. Dashboard

ACTION ITEMS

- 3.1 Classification and Compensation Study
Review study results and act on vendor recommendations
GM Bonner reviewed the staff report. After a discussion, the item was tabled until the next meeting. It was requested that the item be brought back as a closed session item. No action was taken.
- 3.2 Policies and Procedures Related to District Governance
Review and act on proposed adoption of board governance document
Counsel Campos reviewed the staff report. Vice Chair Vossler commented that the Parliamentarian referenced on page 5 should be legal counsel. She also stated she that she believed the General Manager should set the agenda. Trustee Coronel expressed that he believes the policy should only contain what is required by law, nothing more. Conversation ensued.

Motion: Vossler; Approve item 3.2 as presented and amend the following:
- Modify Page 19, section E, to delete “or as Directed by the Vice
Chair/Secretary of the Board”.
- Remove the word Trustee from Page 38, item A.

Second: Coronel

Yes: Coronel, Vossler, Rios, Rosales, Underwood

No: None

Absent: None

Motion passed

3.3 Policy Revision to District Rules and Regulations

Review and act on addendum to Grounds and Grave Decoration regulations
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.3 as presented.

Second: Underwood

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

3.4 Greater Coachella Valley Chamber of Commerce Board Seat Discussion regarding District board seat representative

Motion: Vossler; Submit a member of staff to the board seat.

Second: Coronel

Yes: Coronel, Vossler, Underwood, Rosales

No: Rios

Absent: None

Motion passed

3.5 Dia De Los Muertos Sponsorships

Discussion of renewing DDLM sponsorship opportunities

GM Bonner reviewed the staff report. Chair Rosales expressed that the event should be kept free of business promotion. The board agreed that sponsorships were not wanted at this time. No action was taken.

3.6 Award of Security Request for Proposal

Authorizing contract execution for staff recommended vendor
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.6 as presented as well as increase the Security budget line item in the current operating budget to \$154,000.

Second: Vossler

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

- 3.7 California Association of Public Cemeteries
Discussion of potential board nominations
Chair Rosales expressed interest in the seat. GM Bonner committed to follow up on the details of the position and it would be discussed at a future board meeting. No action was taken.

- 3.8 Local Agency Formation Commission
Discussion of District approach to LAFCO review process and related proceedings
There was discussion of the LAFCO Municipal Service Review process and how it impacted the District.

Motion: Coronel; Form an Ad Hoc committee to gather information and return to the Board with findings. The committee is to remain in place until the District's Municipal Service Review is concluded. Rosales and Coronel to serve on the committee.

Second: Vossler

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

- 3.9 Closing of Offices by General Manager
Discussion of office closure for emergencies, training, and other related needs
GM Bonner reviewed the staff report.

Motion: Coronel; Authorize the General Manager to close offices as needed. Inform the Board of any closures.

Second: Underwood

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

- 3.10 October Board Meeting Date and Time Consideration
Consideration of request to move October Board meeting date
GM Bonner brought forward a request by Trustee Underwood to move the October Board meeting from October 7, 2022, to October 14, 2022, to allow staff and Board to attend the California Association of Public Cemeteries annual conference if they wish.

Motion: Rios; Approve item 3.10 as presented

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

TRUSTEE/GENERAL MANAGER COMMENTS

- 4.1 General Manager Report (from 8/1/22)
GM Bonner reviewed the General Manager's Report from 8/1/22 and 8/15/22.
- 4.2 Pricing Sheet effective 9/1/22.
GM Bonner presented the revised fee schedule based on the 30% increase approved by the Board.

Trustee Coronel congratulated the District on the Safety award. He also requested the credit card policy and Employee Handbook revisions be on the next agenda for discussion.

Trustee Rosales adjourned the meeting to closed session at 10:36 AM.

CLOSED SESSION ITEMS

- 5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Counsel

The Board reconvened from closed session at 10:43 AM and Chair Rosales reported that there was no reportable action taken.

Meeting was adjourned at 10:44 AM.

NEXT MEETING TIME, DATE AND LOCATION

Friday, September 9, 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.