

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, December 16, 2022

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, December 16, 2022, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, December 12, 2022, at the following locations:

1. CVPCD Executive Office – 82847 Avenue 52, Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>

CALL TO ORDER, ROLL CALL

Vice-Chair Judy Vossler called the meeting to order at 8:00 a.m., those in attendance were as follows:

Trustees present:

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Ernesto Rosales, Chair

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant

Mia Corral Brown, Consultant – Chandler Asset Management (via Zoom)

Alayné Sampson, Consultant – Chandler Asset Management (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

GM Bonner requested adding Landscape and Turf Issues and Options for Remedy to agenda under Action Items to be placed as 3.1, moving current 3.1 Review of 2022-22023 Budget and Recommended Adjustments to 3.5.

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

1. PRESENTATIONS

1.1 Investment Portfolio Review
Presented by Chandler Asset Management
A review of the District's investment portfolio and year to date performance

2. CONSENT CALENDAR

2.1 Trustee Minutes
a. Regular Board Meeting – November 18, 2022

2.2 Finance and Administration
a. Approval of Expenditures – Checks 26341 to 26381, 50175, and ACH transactions as detailed
b. Investment Report
c. Budget to Actual

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

3. ACTION ITEMS

3.1 Landscape and Turf Issues and Options for Remedy

GM Bonner reviewed the report as presented. GM Bonner noted that the current landscaping company was invited to the Board meeting, but they were not in attendance. Board thanked GM Bonner for staying on top of this issue.

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

3.2 Policy Revision to District Employee Handbook
Proposed changes to current Employee Handbook

GM Bonner explained that this item was tabled at the October meeting due to a request from Trustees for extra time to review; as no further input has been received, it has been brought back to the Board today. Issue is time sensitive due to accrual issues, which are beneficial to begin on January 1st with the new calendar year. GM Bonner reviewed requested changes as presented. Board discussion ensued.

Board requested GM Bonner recap changes as requested:

Page 19 – 5.2 Callback and Emergency Work Hours

Amend to remove first paragraph

Page 21 – 5.4 Attendance, item #3

Change wording from supervisor to District Management

Page 21 – 5.6 Reporting to Work

Consolidate two paragraphs to one, specify cancellation of shift and method

Page 25 – 6.2 Wage Administration, item #3

Clarify monthly to bi-weekly

Page 32 – 8.4 Attendance At Seminars, Outside Meetings and Travel, item #1

Changing for specificity that mileage is to be paid according to IRS standard mileage rate

Page 32 – 8.5 Paid And Unpaid Leaves of Absence, item #1: Holidays

Add Christmas Eve Day

Page 33 – 8.5 Paid And Unpaid Leaves of Absence, item: Vacation

Clarify and change accruals to 0-60 months earn 10 days per year, 61 months and above earn 15 days per year, add Grandfather clause for existing employees with 120 months and above to continue earning at prior rate of 20 days per year

Remove two sentences stipulating probationary period restrictions

Page 34 – 8.5 Paid And Unpaid Leaves of Absence, Vacation, item #2: Sick Leave

Remove sentence restricting sick leave accrual

Page 38 - 8.5 Paid And Unpaid Leaves of Absence, Vacation

Add new item #12 Paid Time Off (PTO) as presented with change to verbiage – remove 60 minutes notice, and change encourage to required

Motion: Underwood
Second: Rios
Yes: Vossler, Underwood, Rios

Abstain: None
No: None
Absent: Rosales, Coronel
Motion passed

3.3 Nomination of Trustee Coronel for CAPC Award
District Nomination for California Association of Public Cemeteries Trustee of the Year Award

GM Bonner reviewed nomination letter as presented.

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

3.4 Election of District Officers
Election of 2023 Chair and Vice Chair of the Board of Trustees

GM Bonner reviewed nominations as put forth in November meeting. Trustee Underwood discussed wanting to review a rotation schedule. Vice-Chair Vossler requested this be added as an agenda item for planning retreat in May 2023.

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

3.5 (Formerly 3.1)
Review of 2022-2023 Budget and Recommended Adjustments
Recommended adjustments to budget line items based on year-to-date trends

Consultant McCue reviewed budget and recommended adjustments as presented and reminded Board that the rate study was still in process when the budget was prepared and noted that the revenue was budgeted conservatively.

Motion: Rios
Second: Underwood
Yes: Vossler, Underwood, Rios

Abstain: None
No: None
Absent: Rosales, Coronel
Motion passed

A recess was called at 9:29 a.m.
The meeting resumed at 9:32 a.m.

4. INFORMATIONAL ITEMS

4.1 LAFCO Ad-Hoc Committee Rosales/Coronel

GM Bonner stated no current updates.

4.2 Master Plan Ad-Hoc Committee Rosales/Vossler

GM Bonner stated no current updates.

4.3 Monument Committee Rosales/Coronel

GM Bonner stated no current updates.

4.4 Legal Review of Agenda and Packet General Counsel

Counsel Campos reported he currently does a baseline review of agenda and items as prepared but does not legally review and sign off on them; to do this would require additional legal fees. Board discussed and did not feel a request for this was necessary at this time.

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

Trustee Underwood reported that he attended Indio State of the City and Peace Officer and Public Safety Luncheon on behalf of the District. Mentioned California Association of Special Districts Regional Board is going to have an open designee position. Encouraged the Board to attend the upcoming Special District Leadership Academy held locally to help receive the District of Distinction award.

Vice-Chair Vossler reported that she attended Indio State of the City on behalf of the District.

Trustee Rios thanked GM Bonner for invite to Board to attend End of Year Luncheon with staff.

5.2 General Manager Report

GM Bonner reviewed report as presented. Thanked Board for their support that contributed to the receipt of the Transparency Certificate of Excellence. Noted that he will be reviewing options for frost conditions

currently being experienced at the Cemetery. A 4th service will be added per day as we are currently 18 days out on available service appointments. Overtime will be incurred for adding this additional service.

GM Bonner noted that due to current audit, a special Board meeting needs to tentatively be scheduled for December 29th at 8:00 a.m. via Zoom to review and approve audit findings. All Board in attendance noted they could be available.

6. ADJOURNMENT

Meeting was adjourned at 9:54 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, January 13, 2023

8:00 a.m.

Coachella Valley Public Cemetery District Executive Office

82847 Avenue 52

Coachella, CA 92236

Respectfully Submitted,

Sherry Winder

Clerk of the Board

Approved: _____ BOD Mtg.