

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, February 10, 2023
8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, February 10, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, February 6, 2023, 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
Marcos Coronel, Trustee
Bruce Underwood, Trustee
John Rios, Trustee

Trustees absent:

Ernesto Rosales, Chair (Excused, Board action Coronel/Rios, 4-0)

Additional participants:

Josh Bonner, General Manager
Sherry Winder, Finance Analyst/Clerk of the Board
Carlos Campos, General Counsel
Matt McCue, Consultant
Chris Palmer, California Special Districts Association (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

1. PRESENTATIONS

- 1.1 Presented by Chris Palmer, Senior Public Affairs Field Coordinator, Southern Network
A review of the District's CSDA Membership Benefits

2. CONSENT CALENDAR

- 2.1 Trustee Minutes
 - a. Regular Board Meeting – January 13, 2023
 - b. Special Board Meeting – January 27, 2023

Trustee Coronel requested to see an addition on 2.1a Trustee Minutes, Regular Board Meeting – January 13, 2023, '4.4 Contract for Services with HV Entertainment' regarding 30% deposit being paid in advance.

Motion: Coronel – Approve Minutes
Second: Underwood
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

- 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks 26441-26482 & 20179, and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual

Trustee Coronel noted on 2.2a Approval of Expenditures there was not a memo recorded for Arroyo Road Service payment, and asked to verify that the vacation payouts were processed in compliance with the current policy. GM Bonner verified that the requests were a payout against the upcoming years accruals.

Motion: Rios – Approve Finance and Administration report
Second: Coronel
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

Trustee Coronel noted that he would like to see the budget adjusted for items that are tracking ahead of schedule. GM Bonner stated the budget updates will be added to an upcoming meeting.

3. ACTION ITEMS

3.1 CAPC Election of Board Members

Adoption of process to vote in the CAPC Board of Directors election

GM Bonner reviewed staff report, Board agreed with recommendation to allow Chair Rosales to vote at his discretion. GM Bonner noted that due to staff education budget constraints, he may not attend the California Association of Public Cemeteries (CAPC) Annual Conference, as Finance Analyst Winder is attending the Government Finance Officers Association (GFOA) Accounting Academy. Board expressed they are in favor of both GM Bonner and Finance Analyst Winder attending the conferences. GM Bonner stated he would submit the request for additional budget per the Boards wishes at the next Board meeting.

Motion: Coronel – Empower Chair Rosales to vote
Second: Underwood
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.2 LAFCO Nomination for Special District Members Consideration of nominations for the LAFCO Commission

GM Bonner reviewed staff report. Board discussion ensued. Trustee Underwood recommended Trustee Coronel for the nomination, Trustee Coronel declined and indicated his support for another candidate. Trustee Underwood then indicated he would like to run for the open seat and asked the Board to support his nomination.

Motion: Coronel – Nominate Trustee Underwood
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.3 SDRMA Board Election Nominations

Consideration of nominations for the SDRMA Board of Directors

GM Bonner reviewed staff report. Board discussion ensued. Trustee Underwood stated he would like to nominate the General Manager for the seat. Trustee Coronel stated he would strongly oppose that. Vice Chair Vossler questioned if it would have a benefit to the District.

Motion: Coronel – Take no action
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.4 CSDA Board Election Nominations
Consideration of nominations for the CSDA Board of Directors

GM Bonner reviewed staff report. Board discussion ensued.

Motion: Underwood – Take no action
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.5 Employee Education Reimbursement Program
Discussion of adopting an employee education reimbursement program

GM Bonner stated this item was requested by Trustee Underwood and noted that what is presented is a sample policy. Board discussion ensued. Trustee Underwood expressed he believes highly in education and encourages staff to get an undergraduate degree, which this program could assist with. Trustee Underwood stated the program could assist the General Manager in attaining his degree. Trustee Coronel stated he was disappointed the item was on the agenda and stated he did not feel the District was ready for the program. Trustee Coronel expressed a desire to work with Trustee Underwood to create this program in the future. Trustee Rios also stated he feels the District is not ready for the program.

Motion: Underwood – Move item to May planning session and create an Ad-Hoc Committee for Trustee Underwood and Trustee Coronel to work together on
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.6 Formation of Standing Finance Committee
Discussion of adopting a Standing Finance Committee

GM Bonner stated this item was brought back per direction from the Board. Trustee Coronel made a motion to deny the creation of a standing finance committee.

A recess was called at 9:14 a.m.

The meeting resumed at 9:18 a.m.

Trustee Coronel withdrew his previous motion. Board discussion ensued. Trustee Underwood expressed he felt the Board needs to be informed about finance and this committee could help discussions at the Board level. Trustee Coronel reiterated his opposition to a standalone finance committee and reminded the Board he has been consistent in his position on that.

Motion: Underwood – Approve Finance Committee
Second: Rios – For Discussion

Trustee Rios stated the Board already reviews budget and expenditures, and they have access to the Financial Consultant and Finance Analyst should they have questions. Trustee Coronel expressed he does not support a Finance Committee on its own.

Roll Call Vote:

Trustee Coronel - No
Trustee Underwood - No
Trustee Rios - No
Vice-Chair Vossler - No

Absent: Rosales

Motion failed.

3.7 Resolution 122 Rescinding Conflicting Grave Marker Policy
Resolution to solidify District's policy accepting images on memorials

GM Bonner explained this is a clean-up item. Within the Grounds Policy, the Board adopted a policy that allowed for images on headstones; prior to that policy adoption, the Board had adopted Resolution 3, which expressly prohibited images on headstones. At advice of legal counsel, a Resolution needs to be rescinded by a Resolution.

Motion: Coronel – Approve Resolution 122
Second: Underwood
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

- 3.8 District Actions to Honor Susie Del Toro
Consideration of District efforts to honor the life and volunteer work of Susie Del Toro

GM Bonner stated that Chair Rosales had requested this item come back to the Board. Board discussion ensued. Due to Chair Rosales not being present, Trustee Coronel recommended the action be tabled so the Chair has a chance to participate in the discussion.

Motion: Coronel – Table until Chair Rosales is in attendance
Second: Underwood

4. INFORMATIONAL ITEMS:

- 4.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Nothing to report.

- 4.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Nothing to report.

- 4.3 Monument Committee Rosales/Coronel

Trustee Coronel requested discussion for memorial be added to March agenda.

- 4.4 Virtual Meeting Options Carlos Campos

Counsel Campos reviewed virtual meetings under AB361 were allowed during a state of emergency. Governor stated he will be rescinding the current state of emergency as of February 28, 2023. Virtual meetings will not be allowed without specific occurrences and no more than a specific number of times. Board members can still teleconference from a remote location; however, the locations of attendees must be put on agenda listing where they will be calling in from, and the agenda posted at their location.

- 4.5 Financial Services Contract Report Joshua Bonner

GM Bonner stated this item was requested by Trustee Coronel at last meeting, and noted the report is an informational item in Board packet for review.

5. TRUSTEE/GENERAL MANAGER COMMENTS

- 5.1 Trustee Comments and Event/Function Report Out

Trustee Underwood stated he would like to invite the Desert Community Foundation to speak to the Board ahead of the May meeting for information related to forming a foundation. Vice-Chair Vossler stated that an Ad-Hoc committee for the idea of a Foundation should be formed prior to soliciting speakers to come before the Board. GM Bonner will add to next agenda. Trustee Underwood attended LAFCO meeting.

Trustee Rios had no comments.

Vice-Chair Vossler had no comments.

Trustee Coronel noted he is behind in filing his reimbursements, which is outside of policy. Trustee Coronel has enrolled in Pepperdine University's Professional Certificate in Public Engagement as part of his \$5,000 Trustee training budget, to which GM Bonner clarified the training budget is \$2,000 per Trustee. Trustee Coronel stated he has received verbal compliments about the staff; people are commenting on how the Cemetery looks and the service received. Trustee Coronel would like to pull up former action plans and determine if they need to be adjusted for the upcoming year prior to the planning session and would like to revisit security services due to cost of contract. Trustee Coronel asked Board to come prepared to discuss GM evaluation at the next meeting, would like to have a discussion regarding the procurement policy and would like to request the GM report change back to semimonthly as he felt disengaged between meetings without updates.

5.2 General Manager Report

GM Bonner highlighted some items that he will be adding to the upcoming agendas, such as the sand drift condition at the front of the Cemetery and purchasing a new backhoe. Chair Vossler requested a consideration of excused/unexcused policy be added to the next agenda. GM Bonner noted that staff have switched to iPads for electronic Board packets due to cost of printed packets, and once Administrative Assistant is hired, Board packets will be printed in-house so that they can be prepared sooner.

Trustee Coronel commented prior to closed session that he is the President of the Desert Recreation District Foundation but there is no financial interest for him, he can be impartial, and is not recusing himself.

Vice-Chair Vossler adjourned the meeting to closed session at 10:20 a.m.

6. CLOSED SESSION ITEMS

- 6.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82925 Ave. 52, Coachella, CA
92236 Agency negotiator: Joshua Bonner,
General Manager Negotiating parties:
Desert Recreation District
Under negotiation: Price and Terms

The Board reconvened from closed session at 10:34 a.m. and Counsel Campos reported: Received direction; no reportable action taken.

Trustee Coronel requested roll call be reconsidered so that Chair Rosales' absence could be noted as excused.

Motion: Coronel – Excuse Chair Rosales' absence due to his being unavailable
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios

Abstain: None
No: None
Absent: Rosales
Motion passed.

7. ADJOURNMENT

Meeting was adjourned at 10:37 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, March 10, 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.