

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, March 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, March 10, 2023, at 8:00 a.m.

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

Chair Ernesto Rosales called the meeting to order at 8:00 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

Trustees absent:

John Rios, Trustee (Excused, Board action Vossler/Coronel, 4-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant

Guillermo De La Torre, Maintenance Services Manager

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

1. CONSENT CALENDAR

1.1 Trustee Minutes

a. Regular Board Meeting – February 10, 2023

1.2 Finance and Administration

- a. Approval of Expenditures – Checks 26483-26525, and ACH transactions as detailed
- b. Investment Report
- c. Budget to Actual

Trustee Coronel requested to pull consent calendar to note he had requested copies of Arroyo Road Service invoices at the last meeting. GM Bonner noted he will bring them to the Board and asked whether there was a concern with this specific vendor; Trustee Coronel stated yes, and Chair Rosales explained that there were issues with this vendor in the past with questionable invoices. GM Bonner stated he was aware of no issues during his tenure as GM, and stated there was an RFQ process and the prices being charged are in line with the bid. All work performed is overseen by Maintenance Manager Guillermo De La Torre. Trustee Coronel voiced he is continuing to monitor this vendor to ensure we do not have the same issues that occurred in the past and would also like for BB&K invoices to be provided to the Board, as they perform an annual review of legal counsel.

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

2. ACTION ITEMS

2.1 Heavy Equipment Capital Replacement Expense

Request to replace existing backhoe with new unit

GM Bonner reviewed staff report as presented noting the financial impact for replacing the existing backhoe is \$165,000.

Maintenance Services Manager Guillermo De La Torre explained the purpose and use of the backhoe for Cemetery operations, including the current limitations with the 20-year-old equipment. Cost to repair is prohibitive and opens the door to additional issues arising during attempted repairs. Financial impact is a minimum of \$6,500 for repairs. GM Bonner estimated resale value of equipment would be approximately \$15,000 to help towards the cost of replacement.

Motion: Underwood – Approve as presented
Second: Vossler
Yes: Rosales, Vossler, Coronel, Underwood
Abstain: None
No: None
Absent: Rios

Motion passed.

2.2 Review of Budget Adjustment Recommendations Suggested adjustments to the 2022/2023 budget

GM Bonner reviewed staff report as presented with Board requested budget adjustments as follows:

(Revenue) 5310 - Grave Sales: \$503,268.00

(Revenue) 5320 – Grave Labor: \$1,094,166.00

(Expense) 6050 – Workers Compensation: \$16,899.34

(Expense) 6126 – Travel & Training: \$17,500.00

GM Bonner suggested for 6117 Board Training and Travel the Board can use the budget collectively.

Trustee Coronel reiterated that having a deficit on the budget is concerning, as he would like to see funds set aside, as well as finding savings by cutting expenses or increasing revenue. GM Bonner concurred on budget deficit concerns and stated he would like to see the Capital expenditures budgeted separately, and noted the Development Committee will be presenting in May planning session, along with a 10 year capital plan. Consultant McCue reminded Board that the rate increase implemented was only 50% of suggested increase.

Motion: Coronel – Approve without adjusting Trustee training budget

Second: Vossler

Yes: Rosales, Vossler, Coronel, Underwood

Abstain: None

No: None

Absent: Rios

Motion passed.

2.3 Local Agency Formation Commission Ballot Consideration of voting options for upcoming election

LAFCO Committee recommendation is to vote for candidate Castulo Estrada. Trustee Underwood expressed concern with the process and stated there was no prior committee report recommending a candidate endorsement. Vice-Chair Vossler questioned if Trustee Underwood could have withdrawn once he knew about LAFCO Committee's recommendation, Trustee Underwood stated at that point his name was already on the ballot.

Motion: Vossler – Chair Rosales to vote on behalf of Board

Second: Underwood

Yes: Rosales, Vossler, Coronel, Underwood

Abstain: None

No: None

Absent: Rios

Motion passed.

Board recommendation is for Chair Rosales to submit a vote for only one candidate from each region: Castulo Estrada for Eastern Region and Angela Little for Western Region.

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

2.4 Emergency Procurement Request

Request for Board to utilize emergency procurement authority for columbarium roof

GM Bonner reviewed staff report detailing damage from windstorm; damage poses threat to property as well as slip and fall hazard, which he believes creates the need for emergency procurement to protect equipment and public. GM Bonner is requesting a capital budget of \$50,000 plus change modifications within 10% of awarded bid for repairs from windstorm damages throughout property and noted he will be requesting State funding and insurance reimbursements where applicable; cannot guarantee insurance will cover all repairs due to existing water damage on columbarium roof.

Trustee Coronel does not support emergency use of procurement process as it is only meant to fix enough to no longer be a liability, not additional repairs for prior damage, and he feels enough time has passed that it does not qualify as an emergency. Counsel Campos stated sufficient findings were stated by GM Bonner regarding the emergency status. GM Bonner stated procurement process was followed and noted doing a formal RFP process could delay repairs by approximately three months or more. Chair Rosales stated the concern is for the liability issues for property and hazard to public.

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

2.5 Monument Development Proposal

Development of a new monument on cemetery grounds

GM Bonner reviewed staff report and noted this item was moved from May meeting to March meeting at request of Trustee Coronel.

Trustee Coronel stated that the request was to set aside a portion of land and set a budget with Board consent. Chair Rosales asked for staff recommendation on monument placement; GM Bonner stated Section 27 was the previously proposed location and suggested the Monument Committee meet with Staff.

Chair Rosales stated Committee will meet with Staff prior to retreat and provide recommendation at May

planning session. No action taken.

3. INFORMATIONAL ITEMS

3.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Trustee Underwood questioned whether the committee was completed with the voting action taken, and suggested if there was a continued need that the committee should not be an Ad-Hoc but rather a standing committee. GM Bonner noted that this will be reviewed in the May planning session.

3.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Will present in May planning session.

3.3 Monument Ad-Hoc Committee Rosales/Coronel

Will present in May planning session.

3.4 Employee Education Ad-Hoc Committee Coronel/Underwood

Trustee Underwood stated committee has not met and should have something available by May planning session. Trustee Coronel stated they will be ready by December, not May.

3.5 General Manager Report Overview Bonner

GM Bonner reviewed staff report as presented.

4. TRUSTEE/GENERAL MANAGER COMMENTS

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales stated he attended SDLF conference on final day and he will be attending the CAPC conference in Monterey. Following CAPC conference, he will be in Costa Rica where he is being recognized as the Top Producer in the Country in his industry. Chair Rosales thanked Trustees and GM Bonner for their input and respectful exchanges within Board meetings.

Vice-Chair Vossler attended SDLF conference where they talked about Governance, Board, Staff, and stated it was informative. Attended Chandi's dinner for Indian Ambassador, where many people came and spoke with her about the Cemetery.

Trustee Coronel recommended watching the COD Board meeting as it had a lot about governance, and noted he was asked to join COD Foundation. He is continuing to attend Pepperdine University's Professional Certificate in Public Engagement; his reimbursements have not yet been prepared but he will have them in by fiscal year end and added he has informally spoken with Supervisor Perez and staff about our District, reported all is going well.

Trustee Underwood attended LAFCO meeting, Building Industry Association meeting, and meeting for SDLF conference. Noted that it is important as appointed officials to attend meetings and meet the public. Will be going to SDRMA Spring Education Day at end of month.

4.2 General Manager Report

GM Bonner highlighted Employee Spotlight section of GM report. Coachella Valley Engineers have completed survey work and map is in report; GM Bonner recommends study session with extensive conversation due to financial impact to District. Per Board direction, item will be added to April board meeting. Reminded Board of upcoming LAFCO Special District Candidates Forum. Requested that Board please respond timely to Staff when communicating, as it causes delays when replies are not received. Vice-Chair Vossler requested adding "Please respond by..." to email correspondence and Trustee Underwood requested a text if a communication is time sensitive.

Chair Rosales adjourned the meeting to closed session at 10:01 a.m.

5. CLOSED SESSION ITEMS

5.1 Public Employee Performance Evaluation Title: General Manager

The Board reconvened from closed session at 11:00 a.m. and Counsel Campos reported: No reportable action.

6. ADJOURNMENT

Meeting was adjourned at 11:00 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, April 7, 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.