

Coachella Valley Public Cemetery District

Regular Trustee Meeting

Friday, December 8, 2023

8:00 a.m.

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) will take place at the Coachella Valley Public Cemetery District Executive Office located at 82847 Avenue 52, Coachella, CA 92236.

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to Info@cvpcd.org. Transmittal **prior** to the start of the meeting is required.
- Any correspondence received will be distributed to the Board of Trustees.
- You may also provide telephonic public comments by calling the District Cemetery Office at **(760) 398-3221** and leaving a voicemail by **no later than 4:00 p.m. on Thursday, December 7, 2023**.
- Correspondence and voicemails received will be retained for the official record.
- Public comments are limited to three (3) minutes.

CALL TO ORDER:

Chair Rosales: _____ Vice Chair Vossler: _____

Trustee Coronel: _____ Trustee Underwood: _____ Trustee Rios: _____

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: The Coachella Valley Public Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. All persons wishing to speak must inform the clerk in advance of the start of the meeting. Public comments are limited to three minutes per speaker.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees Members may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.

ADDITIONS TO THE AGENDA: Government Code section 54954.5(b)(2) provides “upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present,

that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)”

AGENDA

1. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.
 - 1.1 Trustee Minutes
 - a. Regular Board Meeting – November 17, 2023
 - 1.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed November 2023
 - b. Investment Report
 - d. Budget to Actual November EOM
 - 1.3 Amendment to Landscape Agreement
Amendment to contract to address previously omitted operational procedures
 - 1.4 Preferred Vendor List
Addition of three vendor designations to preferred
 - 1.5 Coachella Valley Economic Partnership Investment
Invest at the Entrepreneur level
 - 1.6 Request for Proposal Procurement Method Request
Utilize RFP process for procurement of District tractor(s)
2. **ACTION ITEMS:** Prior to action of the Trustees, any member of the audience will have the opportunity to address the Trustees on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.
 - 2.1 Election of Board Officers
Election of Chairperson and Vice Chairperson/Secretary for the 2024 calendar year
 - 2.2 Amendment to Employee Handbook
Adjustment to Employee Handbook to comply with CA Senate Bill 616
 - 2.3 Resolution 126 to Amend Cafeteria Plan
Allowance for additional voluntary supplemental insurance

2.4 Resolution 127 to Amend Investment Policy

Allowing security transactions prior to maturity and long-term security purchase

2.5 Customer Relationship Management Database Cleanup

Request for additional resources to audit and clean existing CRM data

3. INFORMATIONAL ITEMS: Information items are non-action items presented to the Trustees for their information.

3.1 Lost and Found Policy

Review of current policy and proposed additions or changes

3.2 Headstone Setting Policy

Allowing single headstone to be placed between two interment sites

4. TRUSTEE/GENERAL MANAGER COMMENTS: Trustees and the General Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees consideration, among other things.

4.1 Trustee Comments and Event/Function Report Out

4.2 General Manager Report

5. ADJOURNMENT

Any person with a disability who requires accommodations in order to participate in the meeting should telephone District Cemetery Office at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place on Monday, December 4, 2023.

Sherry Winder, Clerk of the Board