

**Coachella Valley Public Cemetery District**

Board of Trustees Meeting Minutes

Friday, November 17, 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, November 17, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, November 13, 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 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

John Rios, Trustee

Additional participants:

Josh Bonner, General Manager *(via Zoom)*

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant *(via Zoom)*

Carmel Romero, American Legion Post 739, Indio

Alaynè Sampson, Chandler Asset Management, Inc. *(via Zoom)*

Additional participants for public comment:

Beverly Barousse – Indio, CA

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

Public comment was received from Mr. Juarez via letter and was read aloud by Chair Rosales.

Beverly Barousse of Indio spoke to the Board regarding lost and found items.

**ADDITIONS TO THE AGENDA**

None

**1. PRESENTATIONS**

1.1 Presentation by Carmel Romero

Certificate of appreciation presented by the American Legion Post 739, Indio

Carmel Romero presented certificates of appreciation to the Board of Trustees and GM Bonner for the Veterans Memorial and all the District does to remember Veterans.

1.2 Presentation by Joshua Bonner

Presentation of new "What to Expect" video series

GM Bonner presented the "What to Expect" Burial Interment video. The Board expressed their appreciation of the video series. GM Bonner noted footage is being gathered for a future video series he would like the Trustees to participate in by speaking on various District topics.

**2. CONSENT CALENDAR**

2.1 Trustee Minutes

Regular Board Meeting – October 13, 2023

2.2 Finance and Administration

- a. Approval of Expenditures – Checks and ACH transactions as detailed October 2023
- b. Investment Report
- c. Budget to Actual October EOM

2.3 District Document Disposal

Request to destroy and dispose of District documents per Records Retention Policy

**Staff Report Recommendations:** Staff recommends the Board direct staff to destroy and dispose of the documents as described in Exhibit A.

Trustee Coronel requested to pull Item 2.3 District Document Disposal to review.

- Motion: Underwood – Approve Items 2.1 and 2.2
  - Second: Coronel
  - Yes: Rosales, Vossler, Coronel, Underwood, Rios
  - Abstain: None
  - No: None
  - Absent: None
- Motion passed.

Trustee Coronel requested staff retain the following Governance documents for one additional year (documents were noted on Trustee Coronel’s copy of documents to be destroyed and given to Clerk for reference):

<b>Box #</b>	<b>Name</b>	<b>Date</b>
<b>Box 3</b>	Form 700	2009, 2010, 2011

<b>Box 3</b>	Form 700	2010, 2011
<b>Box 3</b>	Form 700	2010, 2011
<b>Box 9</b>	CVPCD Employee Handbook	2011 & 2019
<b>Box 9</b>	Employee Federal Tax	July 2015-June 2016
<b>Box 11</b>	Form 700	2006, 2007
<b>Box 11</b>	AB1234 & Sexual Harassment	2017-2018
<b>Box 11</b>	Job Descriptions	2017
<b>Box 15</b>	Public Records	March 20-29, 2023
<b>Box 15</b>	Vacation weeks	2012

Motion: Coronel – Approve Item 2.3, except for items noted, with those being retained for one additional year

Second: Rios

Yes: Rosales, Vossler, Coronel, Underwood, Rios

Abstain: None

No: None

Absent: None

Motion passed.

### 3. ACTION ITEMS

#### 3.1 Investment Policy

Restrictions on investment maturity periods

**Staff Report Recommendations:** Chandler recommends the following changes to District policy.

1. Permit sales.

The District may elect to sell a security prior to its maturity and record a capital gain or loss to manage the quality, liquidity or yield of the portfolio in response to market conditions or the Agency’s risk preferences.

2. Permit max maturity of US Treasury and US Federal Agencies up to 10 years.

Section 53601 provides that “the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five-year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.”

3. Maintain ICE Bank of America 1-3 Year US Treasury & Agency Index benchmark.

GM Bonner reviewed that this item was brought back from the October Board Meeting. Alaynè Sampson reviewed the Investment Policy recommendations. Board discussion ensued.

Motion: Coronel – Approve as presented with typographical corrections provided to Clerk

Second: Vossler

Yes: Rosales, Vossler, Coronel, Underwood, Rios

Abstain: None

No: None  
Absent: None  
Motion passed.

### 3.2 Consideration of Potential Conflict Waiver PJ's Trophies in Indio, CA

Counsel Campos presented that the financially independent adult daughter of GM Bonner is now employed by a vendor utilized by the District. The District's nepotism policy language as written may be subject to interpretation, so item is being brought to the Board to determine whether the policy is applicable in this scenario. Board discussion ensued.

Motion: Vossler – Grant waiver to vendor  
Second: Coronel  
Yes: Rosales, Vossler, Coronel, Underwood, Rios  
Abstain: None  
No: None  
Absent: None  
Motion passed.

### 3.3 Niche Flower Cup Holders Consideration of product proposal and pricing

**Staff Report Recommendations:** Staff recommends approving the vase units for use by the public. Staff recommends fixing the staff portion of cost at \$54.98 and listing the cost of the unit as "Market Rate" to allow for on-going vendor adjustments to cost. As such, the following verbiage would be added to the current District price sheet:

Niche Flower Cup Holders  
Unit cost: Market Rate (see staff for current vendor pricing)  
Administration and Installation Cost: \$54.98

GM Bonner reviewed that this item is to help enforce General Rules and Regulations regarding memorial decorations.

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

### 3.4 Consumer Agreement to Purchase Property Contract Terms Required down payment to initiate contract

GM Bonner reviewed the Board had initially set a 10% downpayment and concerns have been raised that this may be overly burdensome to the community. Board discussion ensued.

Motion: Rosales – Require a 5% downpayment on contract  
Second: Coronel  
Yes: Rosales, Vossler, Coronel, Underwood, Rios  
Abstain: None  
No: None  
Absent: None  
Motion passed.

### 3.5 Annual CAPC Awards Nominations for 2024

GM Bonner reviewed staff report as presented. Trustee Coronel stated he would like to nominate Trustee Underwood for Trustee of the Year, to which Trustees concurred that Trustee Underwood should receive their nomination based on his leadership and work for the District.

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

Board expressed approval of General Manager Nomination as presented.

Motion: Underwood – Nominate GM Bonner for Manager of the Year  
Second: Vossler  
Yes: Rosales, Vossler, Coronel, Underwood, Rios  
Abstain: None  
No: None  
Absent: None  
Motion passed.

### 3.6 Trustee Training and Travel Increase Budget for 2023-2024

GM Bonner reviewed this item was requested by Trustee Coronel at the October meeting. Board discussion ensued. Board determined there is no need to change the budget at this time as the budget is shareable between Trustees.

No action taken.

## 4. INFORMATIONAL ITEMS

4.1 Coachella Valley Economic Partnership Investment  
Review of potential investment options for CVEP

GM Bonner reviewed this item was requested by Vice Chair Vossler and reviewed information provided noting that an adjustment to budget would be needed if the Board wanted to participate. Board discussion ensued.

Motion: Coronel – Invest \$5,000 for Entrepreneur Level  
Second: Rosales  
Yes: Rosales, Vossler, Coronel, Underwood, Rios  
Abstain: None  
No: None  
Absent: None  
Motion passed.

4.2 Adjustment to Employee Handbook  
State mandated increase to employee sick time

GM Bonner reviewed staff report and Counsel Campos presented the recommended changes, noting the front-loaded model is preferred by most companies due to ease of implementation. Board discussion ensued. GM Bonner noted the adjustment will be brought back at the December meeting.

4.3 Creation of District Foundation  
Create foundation to support District activities

GM Bonner reviewed Trustee Coronel requested this item be brought back for consideration. Board discussion ensued. Board suggested Trustee Coronel prepare and present an outline to the Board. Chair Rosales stated he would work with Trustee Coronel on this.

**5. TRUSTEE/GENERAL MANAGER COMMENTS**

5.1 Trustee Comments and Event/Function Report Out

Chair Rosales stated Dia de los Muertos (DDL M) was great and noted we need to prepare for parking next year as DDL M falls on a Saturday; adding another large shuttle would be useful. Comments were great and he thanked the staff for the work they did. Would like to revisit headstones not being able to be placed in the middle of two lots.

Vice Chair Vossler thanked Trustee Underwood for his participation on Veterans Day and thanked Clerk Winder for the preparation of minutes. Attended DDL M all day and would like to revisit providing the bread, bags, and water for the event.

Trustee Coronel attended a meeting with Senator Padilla, Indio State of the City, Coachella Valley History Museum’s Dia de los Muertos event, Institute for Local Government webinar on Ethics and Contracting, Liebert Cassidy webinar on Employee Investigation, DDL M day 1 and 2, and Veterans Day Memorial. He heard complaints about parking at DDL M but noted he did not experience any issues with general parking either day. Suggested having new pictures taken for the Board and would like to consider providing Saturday

services at premium costs. Trustee Coronel noted staff may benefit from a part-time person in the front office for additional support, and mentioned it is never too early to start thinking of succession planning and developing staff for growth by having staff prepare staff reports and make presentations to the Board. Trustee Coronel received a question regarding Cemetery transactions and wondered if we could do a video regarding Pre-Need planning. Trustee Coronel provided an update regarding the Imperial City LAFCO attempt to neutralize the Salton Sea Community Services District, which was unsuccessful. He recommended watching the CSDA OnDemand webinar regarding LAFCO to learn more about the agency. Trustee Coronel commented he has been hearing compliments on Olga (security) and would like her to know the Board appreciates her; Trustee Rios added that he has had only positive interactions with Olga as well. Trustee Coronel voiced his concern with the cost spent on DDLM.

Trustee Underwood noted the fiscal year budget book is nice, noting his name is listed incorrectly as PH and should be DRPH. He attended Coachella State of the City, Indio State of the City, and Coachella Valley History Museum's Dia de los Muertos event; noting seats paid for by the District should be filled. Trustee Underwood would like to request larger print on Board packet documents as some have very small print. The board is working together and moving forward. Trustee Underwood would like to revisit the cost of bread, bags, and water for DDLM.

Trustee Rios noted DDLM was a great success and was well attended, noting that security was great. Parking for DDLM needs to be looked at due to issues with vehicles getting stuck in the dirt. Based on his interactions, the community was pleased with the event.

## 5.2 General Manager Report

GM Bonner recognized Finance Analyst Winder as the first recipient of the Special District Leadership Foundation's Essential Leadership Skills Certificate. GM report now shows tracking for walk-ins and external phone calls, to help provide the Board with an idea of the volume and work being provided out of the Admin Office. Flower watering stations are now installed and usable for the public. DDLM parking will be addressed as part of an upcoming discussion item. Trustee Underwood requested information on the Government Finance Officers Association award mentioned in the GM report and GM Bonner noted we will not be pursuing it this year as we cannot apply the noted corrections for the current year.

Chair Rosales adjourned the meeting to closed session at 10:09 a.m.

## 6. CLOSED SESSION ITEMS

### 6.1 CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Carlos Campos, General Counsel

Unrepresented Employee: Josh Bonner, General Manager

The Board reconvened from closed session at 10:22 a.m. and Counsel Campos reported: no action taken.

## 7. ADJOURNMENT

Meeting was adjourned at 10:22 a.m.

**NEXT MEETING TIME, DATE AND LOCATION**

Friday, December 8, 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.