



MINUTES
Coachella Valley Public Cemetery District
Trustee Meeting
Friday, January 7, 2022
8:00 AM

CALL TO ORDER: Chair Rosales called the meeting to order at 8:03 am at the Coachella Valley Cemetery District Administration Building at 82847 Ave. 52, Coachella, California.

ROLL CALL:

Present:

Chair Rosales

Vice Chair Vossler

Trustees: Coronel, Underwood, Rios

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: Anyone wishing to address the Trustees on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

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.

Chair Rosales asked for public comments, no comments were submitted.

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)”

It was requested that Item 2.2 be moved to the front of the agenda and Item 2.3 be pulled.

Motion: Motion by Vice Chair Vossler, seconded by Trustee Underwood to approve agenda changes as noted. Passed by unanimous vote.

Item 2.2: Discussion of Resolution #115, to continue fully or partially virtual public meetings.

Trustee Coronel would like to propose a COVID time bank discussion and noted that 66% of staff is new, no time to accrue time off. Office was closed on Monday due to COVID (staff shortage).

Chair Rosales asked for public comments, no comments were submitted.

Motion: Motion by Vice Chair Vossler, seconded by Trustee Underwood to approve the Resolution #115 as presented. Passed by unanimous vote.

AGENDA

1. PRESENTATION

1.1

2. **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.

2.1 Trustee Minutes

a. Regular Meeting – January 7, 2022

2.2 Finance and Administration

a. Approval of Expenditures Check Nos. 25615 - 25654

b. February 2022 Investment Report

c. February 2022 Budget to Actual

d. February 2022 County Sum Trial Balance by Fund

Motion: Motion by Trustee Vossler, seconded by Trustee Underwood to approve the Consent Calendar as presented. Passed by unanimous vote.

3. **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.

3.1 **Discussion of Resolution #114 – District Capitalization Policy**

Chair Rosales asked for public comments, no comments were submitted.

Motion: Motion by Trustee Underwood, seconded by Vic Chair Vossler to approve Resolution #114, District Capitalization Policy.

3.2 Discussion of Resolution #115 – pulled and heard prior on the agenda under Consent.

3.3 Cemetery Road Maintenance and Repaving – this item was pulled from the agenda.

3.4 Cemetery Policies for the General Public

Chair Rosales asked for public comments, no comments were submitted.

Motion: Motion by Vice Chair Vossler, seconded by Trustee Rios to approve with revisions. Passed by unanimous vote.

3.5 Total Compensation and Classification Study

Chair Rosales asked for public comments, no comments were submitted.

Motion: Motion by Trustee Coronel, seconded by Trustee Rios to direct staff to provide a Request for Proposal (RFP). Passed by unanimous vote.

3.6 COVID Time Bank

Chair Rosales asked for public comments, no comments were submitted.

Motion: Motion by Trustee Rios, seconded by Vice Chair Vossler to provided Retro benefits staff members, as follows: to allow up to 40 hours of paid leave; retroactive back to December 15, 2021; must show positive result test or positive exposure; effective immediately and staff to come back with policy and revision for board approval. Passed by unanimous vote.

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

4.1 Veterans Ad-hoc Committee Vossler/Coronel

4.2 Governance Policy Ad-hoc Vossler/Coronel

4.1 Nothing to report, Josh Bonner, CEO to set-up meeting with Veteran’s Organization.

4.2 Nothing to report.

5. 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.

At 9:39 pm the Board moved to Closed Session to hear the below item.

6. CLOSED SESSION ITEMS: The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

6.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant Exposure to Litigation, Pursuant to Government Code Section
54956.9(d)(2)/(e)(1)
One (1) Potential Case(s)

The Board returned to open session at 10:10 am with no reportable action taken.

7. ADJOURNMENT:

Seeing no further business, Chair Rosales adjourned the meeting at 10:12 am.

APPROVE:

ATTEST:

Board Chair Rosales

Josh Bonner, Clerk of the Board

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, February 4, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, February 4, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday January 31, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

John Rios, Trustee

Bruce Underwood, Trustee

Directors absent: None

Additional participants:

Josh Bonner, General Manager

Guillermo De La Torre, CVPCD Maintenance Foreman

Matt McCue, CVPCD Consultant

Mia Corral Brown, Chandler Asset Management (via Zoom)

Ben Colton, Nissho of California

Peter Marcy, Nissho of California

Junior Aguilar, Nissho of California

Carlos Campos, District Counsel

Additional participants for public comment:

Suzie Del Toro, Del Toro Foundation

FLAG SALUTE

District Counsel Campos led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

The following comments were read into record by GM Bonner via an email that was received February 4, 2022, from Brad Anderson (ba4612442@gmail.com):

“(A) Having had direct contact on prior occasions with CVPCD administration and addressing the Board at past Public meetings in regards to known on site active Mosquito breeding locations and other issues related to district operations. It was made clear that my concerns of Public safety/health would not be addressed (eliminated or readily mitigated).

It now appears that the current General Manager may be able to address areas of the district's boundaries that retain water to be mitigated to eliminate or reduce mosquito abundances.

(B) It's concerning that Trustee compensation had been increased to levels that appear to be ahead of other similar organizations. It would be advised to make a complete "board packet" (including financial transactions reports) available to the general Public (attached to meeting agendas for future CVPCD Board of Trustees meetings to illustrate transparency of district operations (Best practices - and accessible during California's declared State of Emergency)

(C) At the February 1, 2022 La Quinta City Council meeting the Current CVPCD general manager spoke of the district's increased interments that he referred to as being caused by a pandemic.

Please consider refraining from unregulated future remarks in regards to causes of deaths. Such statements may spike unnecessary fear of local Residents and serve No useful purpose.”

ADDITIONS TO THE AGENDA

GM Bonner presented a request to add “Ballot for LAFCO nominations” as item 3.6 under Action Items as well as an additional Closed Session item under Anticipated Litigation bringing the total number of potential cases to 3.

Motion: Coronel; To add both items listed above to the February 4, 2022 Agenda

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

PRESENTATIONS

GM Bonner introduced Guillermo De la Torre, CVPCD’s new maintenance Foreman.

David Wells from JNS Next presented a draft of the CVPCD’s new website.

Mia Corral Brown presented Chandler Asset Management’s qualifications, personnel, and investment strategies for CVPCD.

Ben Colton of Nissho of California presented an update on CVPCD’s landscaping management.

CONSENT CALENDAR

2.1 Approve Trustee Minutes

a. Regular Meeting – January 7, 2022

- 2.2 Approve Finance and Administration Reports
 - a. Approval of Expenditures Check Nos. 25615 – 25654; ACH Payments from 1/1/2022 – 1/31/2022 (listed)
 - b. February 2022 Investment Report
 - c. February 2022 Budget to Actual Comparison
 - d. February 2022 County Sum Trial Balance by Fund
- 2.3 Consideration of Resolution #116 approving provisions of Government Code Section 54953 (as amended by AB361), the Coachella Valley Public Cemetery District and standing committee meetings will be held via teleconference/videoconference only during the current State of Emergency. Teleconference meeting AB361.
- 2.4 Adjustment to Employee Handbook Probationary Period
Extend the probationary period for employees from 90 days to 180 days.
- 2.5 Board Training Budget (Augmentation)
Budget \$5,000 per Board Member for conferences, training, and education.

Motion: Coronel; Pull item 2.5 for discussion. Move to pass the balance of the consent calendar.

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Discussion of Item 2.5

Trustee Coronel commented that the Board has been very transparent in all of its actions including trustee compensation and stipends. GM Bonner commented that training is offered through organized associations and often trainings are missed due to late registration because board approval is required and not expedient. This item will give the Board the flexibility that it needs to obtain proper training. GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: "Oppose - California Special Districts have used tax collected dollars for organizations that taxpayer's are not allowed to attend or monitor. Please consider retaining the original "vibe" and honor of the many past and one current trustee by limiting expenses.

Motion: Coronel; Approve item 2.5 as presented.

Second: Vossler

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

ACTION ITEMS

- 3.1 Well Pump Maintenance and Potential Replacement
GM Bonner discussed the current age and status of the District's irrigation booster pump as well as a recent maintenance report update. Matt McCue offered clarifying comments as to what

exact pump was being discussed. Coronel suggested reaching out the Coachella Valley Mountains Conservancy for possible grant funds availability for this project.

Motion: Rosales; Grant authority to the GM to issue an RFP for replacement of this booster pump.

Second: Coronel

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

3.2 Proposed Job Classification Creation – Assistant General Manager

GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: “Oppose - Reclassification of other similar administrative staff should be entertained prior to the creation of a employment position that other Coachella Valley organizations have not implemented.” GM Bonner commented that all material supplied in the packet was in draft form only. GM Bonner recommended the position be a contract employee. Coronel commented that he has reservations about this position creation at this time. Underwood requested and obtained clarification about the contract status of the position. Rosales also voiced reservations about this position at this time. Counsel Campos offered clarifying comments to the board as to process for this position’s creation.

No action taken

3.3 Demolition and Removal of Former Housing Units

GM Bonner commented that there was public comment for this item and read the following from Brad Anderson: “Support- If security services are not housed on CVPCD property - having outdated shelters should be avoided. Other Coachella Valley Special Districts have similar situations with surplus real estate. Those other governmental agencies have become landlords that have redirected attention away from their mission statment and Public duties. Please make the necessary arrangements to vacation said property (House) with Riverside County officials which will reduced financial burdens on the district's reserves (budget).” Vossler commented that cost estimates seemed low. GM Bonner offered clarifying comments as to what exactly the project would include.

Motion: Vossler; Grant authority to the GM to issue an RFP for project.

Second: Rios

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

3.4 Clarification of District Policy Regarding Interment Restrictions

Discussion ensued as to the details of the existing policy and confusion caused by it. Rosales offered his knowledge of the subject from his experience in the industry. Rosales recommended that the Board review other cemetery practices and policies and revisit this item at the next Board meeting.

No action taken.

3.5 Employee Handbook Ad Hoc Committee

Coronel recommended forming an Ad Hoc Committee to review the employee handbook for refinements. Discussion ensued as to what the committee would do and what amendments are required for the employee handbook. Various options were discussed. Vossler recommended waiting to address this issue until the Classification and Compensation Study is complete.

No action taken

3.6 Ballot for LAFCO Nominations for Western Riverside County

Discussion ensued as to what was being requested for the nomination and how to vote for it.

Motion: Coronel; Grant authority to Underwood to vote for the Board.

Second: Vossler

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Suzie Del Toro addressed the Board and discussed the wreath project that is driven by her foundation. Rosales and GM Bonner asked that any future concerns be brought to GM Bonner's attention. Ms. Del Toro also presented the Board with an appreciation award for their support of her Foundation's activities.

INFOMATIONAL ITEMS

4.1 Veterans Ad Hoc Committee

Nothing to report.

4.2 Governance Policy Ad Hoc Committee

Nothing to report

TRUSTEE/GENERAL MANAGER COMMENTS

GM Bonner reminded the Board that there is a written report in the packet. Vehicle mileage was reported. The Desert Sun will be out next week and they are planning a feature article on the District. A new approach to opening new cemetery sections 26 and 27 as discussed at prior meetings may not work due to time requirements of the methods involved. A bookkeeper has been engaged to assist cemetery services staff with payables and receivables so they can concentrate on family needs. Minutes and clerk duties will be assumed by current staff. A fourth service per day will be added for the month of March to assist with backlogs. Form 700s are coming due and were distributed to board members and staff. A special stipend report was not done because the information is included in the financial reports. This reporting will be continued going forward. Various items that may be included in next month's agenda were reported.

Adjourn to closed session at 11:11 am.

Resume open session at 11:47 am.

District Counsel Campos reported that there was no reportable action taken during closed session.

Meeting was adjourned at 11:48 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, March 4, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,

Joshua Bonner

Clerk of the Board

Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, March 4, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, March 4, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday February 28, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent: None

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Manuel Santana, Maintenance Technician, CVPCD

Additional participants for public comment:

Brad Anderson

GM Bonner announced that the meeting was being recorded.

FLAG SALUTE

Manuel Santana led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

GM Bonner introduced Manuel Santana as the District's newest employee.

Brad Anderson commented that he as pleased with how things were going at the cemetery.

GM Bonner commented that there were no other public comments requested and no emails had been received for public comment.

ADDITIONS TO THE AGENDA

Trustee Underwood requested that 3.7 under action items be moved to 3.1. All Board members concurred. No motion was made.

Chair Rosales moved the meeting to closed session at 8:11 a.m.

CLOSED SESSION ITEMS

- 1.1 Performance Evaluation
Title: General Manager
- 1.2 Conference with Labor Negotiators
Agency Designated Representatives: Carlos Campos, General Counsel
Unrepresented Employee: Josh Bonner, General Manager

Chair Rosales reconvened the meeting from closed session at 9:46 am.

Counsel Campos announced that no reportable action was taken during closed session.

CONSENT CALENDAR

- 2.1 Trustee Minutes
 - a. Regular Meeting – February 4, 2022
- 2.2 Finance and Administration
 - a. Approval of Expenditures Check Nos. 25655 – 25745
 - b. Investment Report

Motion: Coronel; Pull item 2.2 for discussion. Move to pass the balance of the consent calendar.

Second: Rios

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

Trustee Coronel asked as to when the board may see a budget adjustment or reconciliation of amounts shown on the Income statement of the District that are over budget. Matt McCue commented that this was currently being worked on was mostly related to items misclassified in the general ledger and that most items are not, in fact, over budget and that these would probably be fixed by the April meeting.

Motion: Coronel; Approve item 2.2.

Second: Underwood

Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None

Motion passed

ACTION ITEMS

3.7 General Manager Contract

Item was tabled until the April 1, 2022, meeting.

3.1 Opening of Previously Reserved Property for Infrastructure GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 2.2.
Second: Underwood
Yes: Rosales, Vossler, Coronel, Rios, Underwood
No: None
Motion passed

3.2 Administrative Assistant/Clerk of the Board Position

GM Bonner reviewed the staff report and commented that his biggest concern for the position is urgency so that it may be included in the class/comp study as well as the fee study. Trustee Coronel commented that he thought the position needed to have more concentration on management analyst duties.

Motion: Coronel; Wait to fill the position until the class/comp study is complete and ask the consultants performing the study to place a priority on this position.
Second: Rios
Yes: Rosales, Vossler, Coronel, Rios, Underwood
No: None
Motion passed

3.3 Proposed Job Classification Creation – Assistant General Manager

A short discussion of the item occurred. It was agreed upon to address this item after further discussions were had amongst the general manager and the Board.
No action taken.

3.4 Clarification of District Policy Regarding Interment Restrictions

GM Bonner explained that this item was tabled at the February meeting and has been brought back to the Board today. Discussion ensued.

Motion: Rosales; Staff to work with counsel on redrafting District policies to only allow 3 interments per lot and only 2 opening/closings per lot. Also, a maximum of 3 names per headstone should be included in the revisions and all revisions be brought back to the Board for approval.
Second: Rios
Yes: Rosales, Vossler, Coronel, Rios, Underwood

No: None
Motion passed

3.5 Approval of Demolition Services

GM Bonner reviewed the staff report as well as the proposal submitted by Emery Landclearing and Grading, Inc.

Motion: Rios; Approve as presented
Second: Underwood
Yes: Rosales, Vossler, Coronel, Rios, Underwood
No: None
Motion passed

3.6 Repealing and Replacing Travel and Expense Reimbursement Policy
Approval of Resolution No. 114

GM Bonner reviewed the staff report. Trustee Coronel mentioned the following recommended changes:

1. A. (7) – remove the word “required
2. Add language that this policy is not in conflict with any other District policies
3. Allow reimbursement requests to be submitted within 90 days

Motion: Coronel; To pass Resolution No. 114 with the above noted changes.
Second: Rios
Yes: Rosales, Vossler, Coronel, Rios, Underwood
No: None
Motion passed

INFOMATIONAL ITEMS

4.1 Veterans Ad Hoc Committee

Consensus was reached to replace Trustee Coronel with Trustee Rios on this committee. Trustee Coronel reported that after last month’s Board meeting there was a meeting with Suzie Del Toro and her foundation. The meeting was productive, and concessions were reached that will serve future activities of the cemetery and the foundation well.

4.2 Governance Policy Ad Hoc Committee

Nothing to report

4.3 Engineering Services for Road and Vault Placement

GM Bonner reported that staff has exhausted its efforts to obtain proposals/quotes for the above services and will now move forward with direct inquiries and/or an informal bid process.

4.4 Board of Trustees Annual Planning Session

GM Bonner announced that the annual planning session will be held in April at the Renaissance Esmeralda hotel and include the following topics: Budget, Board governance and planning with Bob Marra, Strategic planning, Board schedule for 22/23 fiscal year, Rules enforcement on weekends at cemetery and the naming of the cemetery (as opposed to the cemetery district).

TRUSTEE/GENERAL MANAGER COMMENTS

GM Bonner reported that the columbarium benches have been addressed and staff are changing out the fans. New crowd control devices are in place. The new website is essentially done. Launch should be soon, and a draft will be circulated. Changes will be continual. There was a nice story in the Desert Sun about the cemetery. GM Bonner would like to step off the All-Valley Chamber Board and Trustee Coronel will replace him.

Trustee Coronel reported that he visited the Palo Verde Cemetery District and witnessed a burial. They have needs that we may be able to assist with. The security company that we use does not have license plates on their cars. He attended a CSDA webinar on ARPA Funds. His work schedule will be changing, and Board meeting dates may need to be adjusted. His reappointment to the Board has been confirmed for another 4 years.

Meeting was adjourned at 11:08 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, April 1, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,

Joshua Bonner

Clerk of the Board

Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, April 1, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, April 1, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday March 28, 2022, at the following locations:

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

CALL TO ORDER, ROLL CALL

GM Bonner announced that the meeting was being recorded.

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

Trustees present:

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent:

Ernesto Rosales, Chair

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Additional participants for public comment:

None

FLAG SALUTE

Director Underwood led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

GM Bonner requested that item 4.4 Security and Policy Enforcement under action items be added as an emergency item. Counsel Campos agreed that item qualified as an emergency item.

Motion: Underwood; Add item 4.4 Security and Policy Enforcement to Action Items.
Second: Rios
Yes: Vossler, Rios, Underwood
No: None

Motion passed

Vice-Chair Vossler moved the meeting to closed session at 8:03 a.m.

CLOSED SESSION ITEMS

- 1.1 Conference with Labor Negotiators
Agency Designated Representatives: Carlos Campos, General Counsel
Unrepresented Employee: Josh Bonner, General Manager
- 1.2 Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
Three potential cases

Vice-Chair Vossler reconvened the meeting from closed session at 8:58 am.
Counsel Campos announced that no reportable action was taken during closed session.

GM Bonner commented that an email was received from a member of the public since the Public Comment portion of the meeting complaining about loud music coming from the cemetery grounds. No name was left with the email.

PRESENTATION

- 2.1 David Farnsworth, CPA
Presentation of findings 2020/2021 Coachella Valley Public Cemetery District Financial Audit

Mr. Farnsworth has completed the audit with much better results than prior year. His presentation included the following:

- Unmodified Opinion
- No indications or allegations of fraud
- No difficulties with management
- No abuse or wasteful spending
- No audit findings (no material weaknesses or significant deficiencies)

CONSENT CALENDAR

- 3.1 Trustee Minutes
 - a. Regular Meeting –March 4, 2022
- 3.2 Finance and Administration
 - a. Approval of Expenditures Check Nos. 25745 – 25806

- b. Investment Report
- c. Budget to Actual

Motion: Underwood; Move to pass the consent calendar.
Second: Rios
Yes: Vossler, Rios, Underwood
No: None
Motion passed

ACTION ITEMS

- 4.1 Amendment to Employee Handbook Employee Benefit Eligibility
Clarification of employee benefit eligibility timeline
GM Bonner reviewed the staff report.

Motion: Rios; Move to pass as presented.
Second: Underwood
Yes: Vossler, Rios, Underwood
No: None
Motion passed

- 4.2 Telecommuting Policy and Procedure
Proposed policy to govern telecommuting and remote work authorization
GM Bonner reviewed the staff report.

Motion: Rios; Approve item 4.2.
Second: Underwood
Yes: Vossler, Rios, Underwood
No: None
Motion passed

- 4.3 General Manager Contract Amendment
Amendments to current General Manager contract

Counsel Campos outlined the amendment provisions of Amendment No. 3 as follows:

Section 2 – Term: The contract will now run through May 2, 2026.

Section 3(c)(3) – Termination without cause clause is revised to include 6 months of severance from 3 months.

Section 4 – Compensation revised to \$165,000 per year.

Section 5(f) – District Vehicle amended to...”Pursuant to sections 2(b), 2(c), 2(d), 2(e) and 2(f) of the attached District vehicle use policy, employee shall have use of a 2022 Ford Explorer, or other SUV, mid-sized vehicle or truck supplied by the District at District’s expense...” ...”District will maintain District vehicle including scheduled service, repair, insurance, fuel and other related costs. Issuance of a District vehicle does not preclude employee from renting or utilizing a personal vehicle for out-of-District business related travel.”

Section 5(g) – Other benefits second paragraph revised to state “Employee shall accrue 160 hours of PTO annually that can be used for sick, vacation or other leave time. PTO is the property of the employee and payable upon termination. Accrued PTO time by employee shall be capped at 640 hours.

Section 7 – Office hours will be struck in its entirety.

Section 6(a) – Performance Evaluation first sentence revised to “The Board shall review and evaluate the performance of the employee in writing, at a minimum, on an annual basis at the Board meeting of every May; The Board may conduct performance evaluations more frequently at additional board meetings.”

GM Bonner expressed his appreciation to the Board.

Motion: Underwood; Approve GM Contract with amendments listed above.

Second: Rios

Yes: Vossler, Rios, Underwood

No: None

Motion passed

4.4 Security and Policy Enforcement

GM Bonner introduced Guillermo De La Torre, Maintenance Foreman and Marlene Navarro-Lupian, Cemetery Services Manager to the Board. GM Bonner reviewed the staff report and allowed Mr. De La Torre and Ms. Navarro-Lupian to comment on their recent experiences with disgruntled members of the public.

Motion: Rios; Approve additional \$9,000 for additional security guard days, to begin handing out a flyer (in staff report) to all entrants to the cemetery and set a special meeting for April 22, 2022, to further discuss security and policy issues.

Second: Underwood

Yes: Vossler, Rios, Underwood

No: None

Motion passed

INFOMATIONAL ITEMS

5.1 Veterans Ad Hoc Committee

GM Bonner reported that he and Trustee Rios met with Veteran’s Group. The Veteran’s memorial is effectively the responsibility of the Cemetery now. He also suggested that the ad-hoc committee be dissolved. This will be brought back to the Board at a future meeting for action.

5.2 Governance Policy Ad-Hoc Committee

GM Bonner recommended that this ad-hoc committee be dissolved as well. This will be brought back to the Board at a future meeting for action.

5.3 Travel and Reimbursement Policy Amended

Section 5.3 was reviewed and discussed. Counsel Campos will review the policy and bring back suggested language to a future Board meeting.

TRUSTEE/GENERAL MANAGER COMMENTS

GM Bonner mentioned that a new section was added that highlights employee efforts and accolades. The qualifications for the transparency certificate have almost all been met. Efforts will be made to slow the pace of board activity at meetings until a clerk can be hired. Board members requested that this position be added to the April 22, 2022, agenda. The islands in the cemetery will be addressed prior to the landscaping improvement contract. Speed limit signs will be posted throughout the cemetery.

Trustee Rios had nothing to report.

Trustee Underwood reported that he attended a SDRMA webinar.

Vice-Chair Vossler had nothing to report.

Matt McCue updated the Board that the transfer of assets from Wells Fargo Advisors to Chandler Asset Management is complete, the financial separation from the county is complete, staff will create a reserve policy for future consideration by the Board, the fee study is nearing completion and the budget preparation process has begun.

Vice-Chair Vossler recommended that a new item be added to the General Manager's report section of the agenda to include "Consultant's Report.

Meeting was adjourned at 10:44 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, April 22, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,

Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, April 22, 2022
8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, April 22, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Tuesday March 19, 2022, at the following locations:

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

CALL TO ORDER, ROLL CALL

GM Bonner announced that the meeting was being recorded.

Chair Ernesto Rosales called the meeting to order at 8:05 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Craig Hayes, District Counsel

Additional participants for public comment:

None

FLAG SALUTE

Counsel Hayes led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

CONSENT CALENDAR

1.1 Trustee Minutes

a. Regular Meeting – April 1, 2022

Motion: Underwood; Move to pass the consent calendar.
Second: Rios
Yes: Rosales, Vossler, Rios, Underwood
No: None
Abstain: Coronel
Motion passed

ACTION ITEMS

2.1 Review of Cemetery Visitation Policies

Cemetery Policies Governing Picnicking and Grave Site Memorials

GM Bonner reviewed the staff report. Discussion ensued. The discussion resulted in the Board giving staff direction to research the following subjects and return to the Board with an implementation plan and cost analysis:

- Update policy to include additional memorial options at gravesite
- Restrooms open during cemetery grounds hours
- Cleaning service for the restrooms
- Additional security
- One-way ingress and egress lanes with one-way spike strips

Also, the Board directed staff to return with revised policies that reflect the following items not allowed on cemetery grounds:

- No ice chests
- No tables
- No canopies
- No illegal drugs or alcohol

TRUSTEE/GENERAL MANAGER COMMENTS

None

Meeting was adjourned at 9:08 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, May 13, 2022

8:00 am

Renaissance Esmeralda Resort & Spa

44400 Indian Wells Lane

Indian Wells, CA 92210

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, May 13, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Renaissance Esmerelda Resort & Spa, Monaco Board Room, located at 44400 Indian Wells Lane, Indian Wells, CA 92210 on Friday, May 13, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday March 28, 2022, at the following locations:

1. CVPCD Administrative building – 82847 Avenue 52 Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>
3. The Renaissance Esmerelda Resort & Spa, Monaco Board Room, located at 44400 Indian Wells Lane, Indian Wells, CA 92210

CALL TO ORDER, ROLL CALL

Vice-Chair Judy Vossler called the meeting to order at 8:08 am, those in attendance were as follows:

Trustees present:

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

Ernesto Rosales, Chair

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Additional participants for public comment:

None

FLAG SALUTE

Director Rios led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

PRESENTATION

- 1.1 2021-2022 Operational Review
GM Bonner reviewed trends in interments, staffing and other operational statistics.
- 1.2 Employee Feedback
Consultant Bob Marra joined the meeting via Zoom and presented the feedback that he got from employees at his March 17, 2022 meeting with all employees.
- 1.3 2022-2023 Draft Budget
Consultant Matt McCue reviewed the proposed draft for the 2022-2023 fiscal year operating and capital budgets. The Board requested that Mr. McCue bring back another draft to the June 10, 2022 meeting.
- 1.4 Fee Study
Consultant Tony Thrasher with Willdan Financial presented the results thus far of his fee study for the District. Discussion ensued and the Board requested that he come back to a future meeting with different scenarios for the Board to consider.

CONSENT CALENDAR

- 2.1 Trustee Minutes
 - a. Special Meeting – April 22, 2022
- 2.2 Finance and Administration
 - a. Approval of Expenditures -- Checking 25806 – 25900 and ACHs as detailed, General – 1502, and PreNeed 1293-1294
 - b. Investment Report
 - c. Budget to Actual
- 2.3 Approval of Audit for Fiscal Year Ending June 30, 2021
- 2.4 Completion and termination of Ad Hoc Committees
 - a. Veteran’s Ad Hoc Committee
 - b. Governance Ad Hoc Committee

Motion: Underwood; Move to pass the consent calendar.

Second: Rios

Yes: Vossler, Rios, Underwood, Coronel

No: None

Motion passed

ACTION ITEMS

- 3.1 Adoption of a Financial Reserves Policy
Review and discuss proposed financial review policy.
Consultant McCue reviewed the staff report.

Motion: Underwood; Move to pass as presented.
Second: Rios
Yes: Vossler, Rios, Underwood
No: Coronel
Motion passed

- 3.2 Review and Adopt Cemetery Grounds Policy
Changes requested from the April 22, 2022 special meeting
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.2.
Second: Rios
Yes: Coronel, Vossler, Rios, Underwood
No: None
Motion passed

- 3.3 2022-2023 Board Meeting Schedule
Discuss and adopt meeting schedule for next business year.

Motion: Rios; GM to work with Trustee Coronel on Schedule.
Second: Underwood
Yes: Coronel, Vossler, Rios, Underwood
No: None
Motion passed

- 3.4 On-call vehicle use
Clarification of vehicle use policy for work truck
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.4 Granting GM Authority to Assign
Second: Rios
Yes: Coronel, Vossler, Rios, Underwood
No: None
Motion passed

- 3.5 Legislative Advocacy Policy
Review and adopt District legislative advocacy policy
GM Bonner reviewed the staff report.

Motion: Coronel; Approve policy as presented with the creation of an ad-hoc committee, with Underwood and Coronel as members.
Second: Underwood
Yes: Coronel, Vossler, Rios, Underwood
No: None
Motion passed

TRUSTEE/GENERAL MANAGER COMMENTS

GM Bonner

Meeting was adjourned at 10:44 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, June 10, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, June 10, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avaneue 52, Coachella, CA 92236 on Friday, June 10, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday June 6, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

None

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

David Turner, CV Engineers

Leena Rai, Transformance Consulting

Additional participants for public comment:

None

FLAG SALUTE

Chair Rosales led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

One public comment was submitted via Facebook from Ledesma Michelle requesting that potholes in the cemetery roads be addressed/repaired.

ADDITIONS TO THE AGENDA

Director Coronel requested that an item be added to the agenda to designate a board member to be the District's voter for the upcoming CSDA election on July 8. This is an urgency item due to the next scheduled District meeting not being until July 15, 2022.

Motion: Rios; Move to add agenda item 3.4.
Second: Underwood
Yes: Rosales, Vossler, Rios, Underwood, Coronel
No: None
Motion passed

PRESENTATION

1.1 David Turner, CV Engineers

Mr. Turner presented and discussed his firm's proposal to provide engineering services related to the rehabilitation of the Cemetery's roads and related future expansion.

1.2 Leena Rai, Transformance Consulting

Ms. Rai presented and discussed her firm's final report of the Coachella Valley Public Cemetery District Classification and Total Compensation Plan.

CONSENT CALENDAR

Vice-Chair Vossler commented that the May minutes should read that the next meeting is June 10, 2022, not April as presented.

Director Coronel made a motion to pull item 2.5 and move it to action item 3.5, pull item 2.6 and make it action item 3.6 and approve the balance of the Consent Calendar.

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

2.1 Trustee Minutes

- a. Regular Board Meeting – May 13, 2022

2.2 Finance and Administration

- a. Approval of Expenditures -- Checking 25901 – 25982 and ACHs as detailed, General – 1503, and PreNeed 1295
- b. Investment Report
- c. Budget to Actual

- 2.3 Decommission of Unused or Replaced Equipment
Recommend decommission and auction of equipment no longer in regular use by District personnel.
- 2.4 Amendment to Consultant Agreement with Matthew McCue
Recommend approval of Amendment No. 1 to the Professional Services Agreement with Matthew McCue to provide administrative professional services.

ACTION ITEMS

3.1 2022-2023 Annual Budget

Recommend adoption of operating budget for the 2022-2023 fiscal year
GM Bonner discussed the staff report as presented. Discussion ensued.

Motion: Underwood; Move to pass budget with no adjustments (as presented in column A of Exhibit A).

Second: Vice-Chair Vossler

Yes: Underwood, Vossler

No: Coronel, Rosales

Abstain: Rios

Motion Failed

Motion: Rios; Move to pass as presented with the following amendments:

Operating

6270 Audit – increase to \$24K (pursue GFOA Award)

6117 Travel Board – change to \$10K

6126 Travel Staff – change to \$15K

6170 Uniform – change to \$7K

Capital

Backhoe – change to \$0

Side-by-side change to \$0

Landscape Improvements – change to \$30K

6155 – Security change to \$150K

Second: Vice-Chair Vossler

Yes: Rosales, Vossler, Rios, Underwood, Coronel

No: None

Motion passed

Director Underwood left the meeting

3.2 Video and Public Relations Project to Document Infrastructure Improvements

Review of request to authorize staff to do an emergency procurement for video and public relations work related to District improvements.

GM Bonner reviewed the staff report.

Motion: Rios; Approve item 3.2 as presented and add \$15,000 to the operating budget.
Second: Coronel
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.3 Resolution adopting 2022-2023 Board of Trustees Meeting Schedule
Recommend adoption of Resolution 116 to meet bylaw requirements to establish Board of
Trustee annual meeting schedule.

Motion: Vice-Chair Vossler; Approve item 3.3 as presented.
Second: Coronel
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.4 Establish/Appoint Director Underwood as the District's representative to vote in the upcoming
July 8, 2022 election.

Motion: Rios; Approve item 3.4 as presented.
Second: Vice-Chair Vossler
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

- 3.5 Contract Agreement with Nissho for general cleaning services for an annual amount not to
exceed \$21,000.
GM Bonner reviewed the staff report. The original lowest responding bidder was Jay's One Stop
Cleaning Services, but they responded with contract amendments that were unacceptable to
the GM and District Counsel. Nissho was the second lowest responding bidder.

Motion: Coronel; Approve Contract with Nissho for general cleaning services for an
annual amount not to exceed \$21,000.
Second: Vice-Chair Vossler
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

3.6 Contract Agreement with Coachella Valley Engineers
Recommend approval of contract with Coachella Valley Engineers in the amount of \$75,000 or engineering work required to publish road repair RFP and related infrastructure work.
GM Bonner revied the staff report.

Motion: Coronel; Approve item 3.6 as presented.
Second: Rios
Yes: Coronel, Vossler, Rios, Rosales
No: None
Absent: Underwood
Motion passed

TRUSTEE/GENERAL MANAGER COMMENTS

Vice-Chair Vossler reported her support for reappointment of the three trustees whose terms were expiring in the coming year.

Director Coronel reported that he had attended a conference in Sacramento, a chamber of commerce breakfast with Assembly member Garcia and the Memorial Day event at the Cemetery.

GM Bonner reported the vehicle mileage report, an invoice for emergency repair work on the District's backhoe, the presence of Riverside County Sherriff for Father's Day and his written report as presented.

Meeting was adjourned at 10:22 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, July 15, 2022
8:00 am
Coachella Valley Public Cemetery District Administration Building
82847 Ave. 52
Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, July 15, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 on Friday, July 15, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday July 11, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

None

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Leena Rai, Transformance Consulting

Additional participants for public comment:

None

FLAG SALUTE

Trustee Underwood led the salute.

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

CONSENT CALENDAR

Director Coronel had a clarifying question on the Finance and Administration item.

Vice Chair Vossler requested a minor revision to minutes.

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

1.1 Trustee Minutes

- a. Regular Board Meeting – June 2022

1.2 Finance and Administration

- a. Approval of Expenditures -- Checking 25983 – 26063 and ACHs as detailed
- b. Investment Report
- c. Budget to Actual
- d. Dashboard

1.3 June 30, 2022, Financial Statement Audit

Engagement of David Farnsworth, CPA for a total of \$19,995

ACTION ITEMS

2.1 Classification and Compensation Study

Review study results and act on vendor recommendations

Consultant Leena Rai was present for questions. Discussion ensued. No action was taken. The following direction was given to staff:

1. Analyze the current salary matrix and ensure that compression is not occurring between management staff and their direct report. The desired spread between these positions would be 20%.
2. The current Cemetery Services Coordinator I to be moved to Cemetery Services Coordinator II, step 1.
3. Staff to bring back to the Board at a future date an analysis/proposal for health and wellness, education and bilingual pay programs.
4. The Financial Analyst/Clerk of the Board position be established with a beginning range of \$6,770 (step 1).
5. The Administrative Assistant and Assistant General Manager positions be left at status quo.

2.2 CVPCD Legislative Platform Revisions

Review and act on changes to Legislative Platform submitted by ad-hoc committee.

Motion: Underwood; Approve item 2.2 as presented.
Second: Rios
Yes: Underwood, Vossler, Rios, Rosales
No: None
Absent: None
Abstain: Coronel
Motion passed

- 2.3 Resolution No. 117, A Resolution to Oppose Initiative 21-0042A1
Request from CSDA to oppose California Initiative 21-0042A1

Motion: Rios; Approve item 2.3 as presented.
Second: Underwood
Yes: Underwood, Vossler, Rios, Rosales
No: Coronel
Absent: None
Motion passed

- 2.4 Research on Backhoe Purchase Options for Possible Replacement
Cost analysis for replacing existing backhoe assets

Item was tabled until next Board meeting.

- 2.5 Policies and Procedures Related to District Governance
Review and act on proposed adoption of Board governance document

Item was tabled until next Board meeting.

- 9:31 Director Coronel left the meeting

GM Bonner requested that the General Managers report be given at this time to include any other Board members that will be leaving the meeting.

GM Bonner presented a traffic and parking plan as well as other logistical information for the Día De Los Muertos event in October.

- 9:39 Chair Rosales left the meeting.

- 9:40 Meeting recess called for a break.

- 9:46 Meeting resumed after break.

- 2.6 Fee Study
Review and act on recommended changes to District fee schedule
GM Bonner presented the staff report. Discussion ensued.

Motion: Underwood; Adopt new fees as presented in the staff report. Accept decrease as presented to Disinterment Fee. Implement a 30% increase on all other existing fees effective September 1, 2022, and implement another 30% increase in all fees effective September 1, 2023.

Second: Rios

Yes: Vossler, Rios, Underwood

No: None

Absent: Rosales, Coronel

Motion passed

TRUSTEE/GENERAL MANAGER COMMENTS

Director Rios commented on current signage at the Cemetery and requested that some signs be enlarged.

Director Underwood reported that he recently attended a webinar on governance, stated that the District should have a Board orientation program. He also commented on the District's current seat on the Greater Coachella Valley Chamber of Commerce's Board and recommended that no action be taken on filling the seat. Legal Council gave direction that the chamber seat topic be brought back on the August agenda if the Board wishes to discuss further, Board concurred. He then reported that he recently voted in the CSDA election on behalf of the District and voted for all of the incumbents in the race.

Meeting was adjourned at 10:17 am.

NEXT MEETING TIME, DATE AND LOCATION

Friday, August 12, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, August 12, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 on Friday, August 12, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday August 8, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Marcos Coronel, Trustee

Trustees absent:

None

Additional participants:

Josh Bonner, General Manager

Carlos Campos, District Counsel

Alayna Sampson, Chandler Asset Management (via Zoom)

Jayson Schmitt, Chandler Asset Management (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

PRESENTATION

- 1.1 Alayne Sampson and Jayson Schmitt, Chandler Asset Management
Ms. Sampson And Mr. Schmitt gave presentations on market and CVPCD portfolio updates.
- 1.2 Matt McCue, Consultant
Presentation of PERS UAL and OPEB liabilities pre-funding options.
GM Bonner informed the board that Matt McCue was absent from the meeting. This item will be brought back to the board at the September meeting.

CONSENT CALENDAR

- Motion: Underwood; Move to approve the consent calendar as presented.
Second: Vossler
Yes: Rosales, Vossler, Rios, Coronel, Underwood
No: None
Abstain: None
Motion passed
- 2.1 Trustee Minutes
 - a. Regular Board Meeting – July
 - 2.2 Finance and Administration
 - a. Approval of Expenditures - Checking 26034-26089 and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
 - d. Dashboard

ACTION ITEMS

- 3.1 Classification and Compensation Study
Review study results and act on vendor recommendations
GM Bonner reviewed the staff report. After a discussion, the item was tabled until the next meeting. It was requested that the item be brought back as a closed session item. No action was taken.
- 3.2 Policies and Procedures Related to District Governance
Review and act on proposed adoption of board governance document
Counsel Campos reviewed the staff report. Vice Chair Vossler commented that the Parliamentarian referenced on page 5 should be legal counsel. She also stated she that she believed the General Manager should set the agenda. Trustee Coronel expressed that he believes the policy should only contain what is required by law, nothing more. Conversation ensued.

Motion: Vossler; Approve item 3.2 as presented and amend the following:
- Modify Page 19, section E, to delete “or as Directed by the Vice
Chair/Secretary of the Board”.
- Remove the word Trustee from Page 38, item A.

Second: Coronel

Yes: Coronel, Vossler, Rios, Rosales, Underwood

No: None

Absent: None

Motion passed

3.3 Policy Revision to District Rules and Regulations

Review and act on addendum to Grounds and Grave Decoration regulations
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.3 as presented.

Second: Underwood

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

3.4 Greater Coachella Valley Chamber of Commerce Board Seat Discussion regarding District board seat representative

Motion: Vossler; Submit a member of staff to the board seat.

Second: Coronel

Yes: Coronel, Vossler, Underwood, Rosales

No: Rios

Absent: None

Motion passed

3.5 Dia De Los Muertos Sponsorships

Discussion of renewing DDLM sponsorship opportunities

GM Bonner reviewed the staff report. Chair Rosales expressed that the event should be kept free of business promotion. The board agreed that sponsorships were not wanted at this time. No action was taken.

3.6 Award of Security Request for Proposal

Authorizing contract execution for staff recommended vendor
GM Bonner reviewed the staff report.

Motion: Coronel; Approve item 3.6 as presented as well as increase the Security budget line item in the current operating budget to \$154,000.

Second: Vossler

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

- 3.7 California Association of Public Cemeteries
Discussion of potential board nominations
Chair Rosales expressed interest in the seat. GM Bonner committed to follow up on the details of the position and it would be discussed at a future board meeting. No action was taken.

- 3.8 Local Agency Formation Commission
Discussion of District approach to LAFCO review process and related proceedings
There was discussion of the LAFCO Municipal Service Review process and how it impacted the District.

Motion: Coronel; Form an Ad Hoc committee to gather information and return to the Board with findings. The committee is to remain in place until the District's Municipal Service Review is concluded. Rosales and Coronel to serve on the committee.

Second: Vossler

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

- 3.9 Closing of Offices by General Manager
Discussion of office closure for emergencies, training, and other related needs
GM Bonner reviewed the staff report.

Motion: Coronel; Authorize the General Manager to close offices as needed. Inform the Board of any closures.

Second: Underwood

Yes: Underwood, Coronel, Vossler, Rios, Rosales

No: None

Absent: None

Motion passed

- 3.10 October Board Meeting Date and Time Consideration
Consideration of request to move October Board meeting date
GM Bonner brought forward a request by Trustee Underwood to move the October Board meeting from October 7, 2022, to October 14, 2022, to allow staff and Board to attend the California Association of Public Cemeteries annual conference if they wish.

Motion: Rios; Approve item 3.10 as presented

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

TRUSTEE/GENERAL MANAGER COMMENTS

- 4.1 General Manager Report (from 8/1/22)
GM Bonner reviewed the General Manager's Report from 8/1/22 and 8/15/22.
- 4.2 Pricing Sheet effective 9/1/22.
GM Bonner presented the revised fee schedule based on the 30% increase approved by the Board.

Trustee Coronel congratulated the District on the Safety award. He also requested the credit card policy and Employee Handbook revisions be on the next agenda for discussion.

Trustee Rosales adjourned the meeting to closed session at 10:36 AM.

CLOSED SESSION ITEMS

- 5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Counsel

The Board reconvened from closed session at 10:43 AM and Chair Rosales reported that there was no reportable action taken.

Meeting was adjourned at 10:44 AM.

NEXT MEETING TIME, DATE AND LOCATION

Friday, September 9, 2022
8:00 am
Coachella Valley Public Cemetery District Administration Building
82847 Ave. 52
Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, September 9, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 on Friday, August 12, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday September 5, 2022, at the following locations:

1. CVPCD Administrative building – 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 8:02 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent:

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Craig Hayes, District Counsel

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

PRESENTATION

- 1.1 Matthew McCue, Administrative Services Consultant
Presentation of PERS UAL and OPEB liabilities pre-funding options.
Matthew McCue presented prefunding options for PERS UAL and OPEB liabilities of the District.
The Board thanked Matthew for the information and Matthew requested that feedback be given to GM Bonner or himself.

CONSENT CALENDAR

- Motion: Vossler; Move to approve the consent calendar as presented.
Second: Rios
Yes: Rosales, Vossler, Rios, Underwood
No: None
Abstain: None
Absent: Coronei
Motion passed
- 2.1 Trustee Minutes
 - a. Regular Board Meeting – August Trustee Minutes
 - 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks 26099-26186, 50168-50170, and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
 - 2.3 Annual Reimbursement Disclosure Report
Accept and file report as required by Sections 53065.5 of the California Government Code
 - 2.4 Revision to District Resolution Numbers
Revise District Resolution numbers to correct clerical error, impacting No. 114-120
 - 2.5 June 30, 2022, GASB 75 Disclosure Report
Accept and file report of disclosures and supplementary information for post-employment benefits (OPEB) plan
 - 2.6 IT Management Services Contract
Approval of contract and expenditure for IT Management services

ACTION ITEMS

- 3.1 California Association of Public Cemeteries Board Seat Nomination
Discussion regarding submitting a nomination to the CAPC Board
GM Bonner reviewed the requirements and duties of being on the CAPC Board. Director Underwood stated he would not have time this year. Chair Rosales volunteered to be the District nominee.

Motion: Vossler; Submit Chair Rosales as the District's nominee for the CAPC Board position.
Second: Underwood
Yes: Vossler, Rios, Rosales, Underwood
No: None
Absent: Coronel
Motion passed

3.2 Backhoe Purchase Options for Possible Replacement
Staff research on replacement cost for new maintenance backhoe
GM Bonner presented the item for discussion as well as a Capital Asset Useful Life and Replacement Cost table. Discussion ensued. No action was taken.

3.3 Credit Card Use Policy
Review and discuss current District credit card policy for possible revisions
No action taken.

3.4 Removal of Tamarisk Trees on South Property Line
Discussion on grant opportunities to remove tamarisk trees along the west 30 acres of District property - southern property line.
GM Bonner reviewed the need for tamarisk abatement. Discussion ensued.

Motion: Vossler; Staff to pursue grant opportunities with District matching provisions at a maximum of 50%, based on current project costs.
Second: Underwood
Yes: Vossler, Underwood, Rosales, Rios
No: None
Absent: Coronel
Motion passed

INFORMATIONAL ITEMS

4.1 LAFCO Ad-Hoc Committee Update
No updated information was available.

TRUSTEE/GENERAL MANAGER COMMENTS

5.1 General Manager Report (from 9/1/22)
GM Bonner reviewed the General Manager's Report from 9/1/22.

Trustee Vossler commented that she and Trustee Underwood attended the CSDA conference and she was very pleased with the conference. Trustee Underwood echoed Trustee Vossler's comments.

Trustee Rosales adjourned the meeting to closed session at 9:04 AM.

CLOSED SESSION ITEMS

6.1 CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: General Manager

Unrepresented Employee: Cemetery Services Manager, Cemetery Services Coordinator II, Cemetery Services Coordinator I, Maintenance Foreman, Senior Maintenance Technician, Maintenance Technician(s)

The Board reconvened from closed session at 10:43 AM and Counsel Hayes reported that there was no reportable action taken.

Chair Rosales added, as a Trustee Comment that he would like to see a security review be brought back to the Board on a future agenda.

Counsel Hayes gave an update on the Engineering contract negotiations. He commented that his firm had recently received comments from the the Engineer’s counsel and he would be reviewing them.

Meeting was adjourned at 10:44 AM.

NEXT MEETING TIME, DATE AND LOCATION

Friday, October 14, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,

Joshua Bonner

Clerk of the Board Approved: _____BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, September 16, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 and via Zoom.com on Friday, August 12, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Friday September 9, 2022, at the following locations:

1. CVPCD Administrative building – 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 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent:

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Carlos Campos, District Counsel

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

ACTION ITEMS

- 1.1 Reauthorization of Resolution 115
Reauthorization of Resolution 115 to allow for virtual meeting(s) pursuant to Assembly Bill 361

Motion: Underwood – Pass Resolution 115 as presented
Second: Rios
Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel

- 1.2 Classification and Compensation Study
Recommended changes to employee classification and compensation

Motion: Vossler – Adopt recommended classifications as presented
Second: Rosales
Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel

TRUSTEE/GENERAL MANAGER COMMENTS

Meeting was adjourned at 8:32 AM.

NEXT MEETING TIME, DATE AND LOCATION

Friday, October 14, 2022
8:00 am
Coachella Valley Public Cemetery District Administration Building
82847 Ave. 52
Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, October 14, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administrative Building at 82847 Avenue 52, Coachella, CA 92236 on Friday, October 14, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday October 10, 2022, at the following locations:

1. CVPCD Administrative building – 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 8:02 am, those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent:

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Carlos Campos, District Counsel

Jerardo Blue, Consultant

Matt McCue, Consultant

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

No public comments were made in person, but email correspondence received since the last Board meeting were distributed. Both emails requested that the Board revisit its policy on live music.

ADDITIONS TO THE AGENDA

GM Bonner requested that an item be added to closed session under Threat of Litigation. The item will be item number 1.2. Counsel Campos confirmed that it meets the requirements for addition.

Motion: Underwood – Add item 1.2 to closed session

Second: Vossler

Yes: Rios, Vossler, Underwood, Rosales

No: None

Absent: Coronel

PRESENTATIONS

1.1 Jerardo Blue, Livescan Management Group, Inc.

Mr. Blue gave a presentation of his findings of the security review he and his company performed at the District. Discussion ensued.

CONSENT CALENDAR

2.1 Trustee Minutes

a. Regular Board Meeting – September 9, 2022

b. Special Board Meeting – September 16, 2022

2.2 Finance and Administration

a. Approval of Expenditures – Checks 26187-26254 and 50171, and ACH transactions as detailed

b. Investment Report

c. Budget to Actual

2.3 Landscape Maintenance Service Contract

Approval of contract with Southwest Landscape & Maintenance, LLC.

2.4 Authorization to Void Pre-Need Contracts in Default

Contracts in default for more than six (6) months, action on cancelation and forfeiture

2.5 Well Pump Replacement Contract

Approval of contract with Cloudburst Engineering, Inc.

Motion: Vossler –Approve the consent calendar as presented

Second: Underwood

Yes: Rios, Vossler, Underwood, Rosales

No: None

Absent: Coronel

A recess was called at 9:01

The meeting resumed at 9:06

ACTION ITEMS

- 3.1 District Procurement Policy, Disposition of Goods
Request to amend District Procurement Policy, guidelines for disposition of low value goods
GM Bonner reviewed the staff report as presented.
- Motion: Rios – Approve item 3.1
Second: Vossler
Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel
- 3.2 Policy Revision to District Employee Handbook
Proposed changes and discussion to employee policies
GM Bonner reviewed the staff report as presented. Discussion ensued.
Item was tabled until the next Board meeting.
- 3.3 Ordinance Adopting Code of Conduct for Visitors to District Property and Enforcement Remedies
Ordinance alternatives to Policy
GM Bonner reviewed the staff report as presented. Counsel Campos also reviewed the ordinance and offered comments.
- Motion: Underwood – Approve item 3.3
Second: Rios
Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel
- 3.4 Research Into Possible Memorial Construction on District Property
Authorization to research design proposals
GM Bonner reviewed the staff report as presented. An Ad-hoc committee was proposed to include Trustee Coronel and Trustee Rosales.
- Motion: Underwood – Approve item 3.4
Second: Rios
Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel
- 3.5 Coachella Valley Public Cemetery District Master Plan
Preliminary work on a master plan proposal
GM Bonner reviewed the staff report as presented. An Ad-hoc committee was proposed to include Trustee Vossler and Trustee Rosales.
- Motion: Underwood – Approve item 3.5
Second: Rios

Yes: Rios, Vossler, Underwood, Rosales
No: None
Absent: Coronel

INFORMATIONAL ITEMS

- 4.1 LAFCO Ad-Hoc Committee Rosales/Coronel
Nothing to report.
- 4.2 Assembly Bill 351 - Natural Organic Reduction (NOR) Bonner
GM Bonner updated the Board on CA AB351.
- 4.3 Dia de los Muertos Update Bonner
GM Bonner provided an update on the preparation for this event.
- 4.4 Insurance Research McCue
Mr. McCue gave a brief report on recent research into insurance alternatives.

TRUSTEE/GENERAL MANAGER COMMENTS

Trustee Rios asked about the tamarisk trees to the south and GM Bonner commented that the District is awaiting possible grant funds to submit this project.

Trustee Vossler gave an update regarding recent conference attendance.

GM Bonner recapped the October 1 and 15 GM Reports.

Meeting was adjourned to closed session at 9:55 AM.

The meeting was reconvened to open session at 10:19. Counsel Campos announced that no reportable action had been taken.

Meeting was adjourned at 10:20.

NEXT MEETING TIME, DATE AND LOCATION

Friday, November 18, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,
Joshua Bonner

Clerk of the Board Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, November 18, 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, November 18, 2022, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Wednesday, November 9, 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

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

John Rios, Trustee

Trustees absent:

None

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant

Anya Kwan, Legal Counsel

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

Chair Rosales adjourned the meeting to closed session at 8:02 a.m.

1. CLOSED SESSION

1.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 780010011

Agency Negotiator: General Manager and General Counsel

Negotiating Parties: Coachella Valley Public Cemetery District and Congregation Kohanim Immitzvas Hamoadim, Inc.

The Board reconvened from closed session at 8:11 a.m. and Counsel Campos reported: Received direction; no reportable action taken.

2. CONSENT CALENDAR

2.1 Trustee Minutes

- a. Regular Board Meeting – October 14, 2022

2.2 Finance and Administration

- a. Approval of Expenditures – Checks 26255-36352, 50172-50173, 1505-1506 and ACH transactions as detailed
- b. Investment Report
- c. Budget to Actual

2.3 Ordinance Adopting Code of Conduct for Visitors to District Property and Enforcement Remedies

Second Reading of Ordinance 10-2022

Motion: Vossler – Approve the consent calendar as presented

Second: Underwood

Yes: Rosales, Vossler, Coronel (2.1 and 2.2), Underwood, Rios

Abstain: Coronel (2.3)

No: None

Absent: None

Motion passed

3. ACTION ITEMS

3.1 Día de los Muertos Event Review

Review of the 2022 event and preview of changes for 2023

GM Bonner recapped the staff report as presented. Thanked Board for their support. Received good feedback. Challenges with parking are being addressed for next year.

GM Bonner asked Board to designate the stage vendor as a preferred vendor to enable him to contract with the vendor for future years due to County engineering report requirements. Board discussion ensued.

Motion: Coronel – Approve stage vendor as preferred vendor
Second: Rios
Yes: Rosales, Vossler, Coronel, Underwood, Rios
No: None
Absent: None
Motion passed

Direction to Staff – Create a Día de los Muertos Sponsorship Policy for review.

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

No action on 3.2

4. INFORMATIONAL ITEMS

4.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Trustee Coronel reported LAFCO met regarding appeal from City of Coachella for sphere of influence. LAFCO denied on technical grounds and encouraged to come back with proper process. County and Tribes supported LAFCO decision.

4.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Vice-Chair Vossler reported they met and discussed rezoning. No decisions made. Presentations to Board will be coming later.

4.3 Monument Committee Rosales/Coronel

Chair Rosales reported they met and discussed cost and partnerships for designs.

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 General Manager Report

GM Bonner reviewed the report and invited the Trustees to the end of year team celebration on 12/09/22 at 11 a.m. GM reporting has been done twice a month; GM Bonner requested preparing once a month in Board packet to be reviewed and questions answered in real time at monthly meeting. Board agreed.

Trustee Underwood complimented the Fiscal Year report. Questioned the board terms as noted in report. GM Bonner stated he will research and update if incorrect. Referenced map inside and noted

would like to see a territorial map in board room. Recommended Trustee Coronel for Trustee of Year award to CAPC. GM Bonner will add to agenda for December meeting.

Trustee Coronel reported he attended Coachella State of the City, All Valley Mayor and Tribal Chair Luncheon, La Quinta State of the City, and Mediation Conflict Resolution Conference on behalf of the District. Noted that there is a possibility of a Special District seat becoming available on LAFCO. Stated he would like to create a Foundation. Working on Certificate of Transparency – GM Bonner submitted paperwork. Second round of Clean California grants opened, and he believes Cemetery may qualify; he will reach out to state to verify. Will need to elect officers in December and would like to propose keeping current officers in place. Noted concern with finances; may be time to be cautious with spending. GM Bonner noted financial review will occur at next board meeting. Noted that Social Security wage limits went up this year, which is an area to consider for budget review. Upcoming American Society for Public Administration conference that may be of interest – held in Florida and online. Three board members are coming up for reappointment – Chair Rosales, Trustee Underwood, and Trustee Rios.

Vice-Chair Vossler voiced approval of Trustee Underwood’s idea for a map in board room and noted she would like to see a map with district boundaries and a locator for where cemetery is. Suggested a letter of support be sent in for three board members up for reappointment.

Chair Rosales provided recap of Veterans Day event: American Legion put on the event for the 17th year, it was well done and included performance by Coachella Valley High School choir. Suggested Cemetery should promote and support the event more in future. Trustee Underwood suggested a coffee and water station be provided for this event.

6. ADJOURNMENT

Meeting was adjourned at 9:24 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, December 16, 2022

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: 12/16/22 BOD Mtg.

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.