

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, January 12, 2024
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, January 12, 2024, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, January 8, 2024, 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 8:02 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee *(arrived @ 8:24 a.m.)*

Trustees absent:

Marcos Coronel, Trustee (Not Excused)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant *(via Zoom)*

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

1. CONSENT CALENDAR

1.1 Trustee Minutes

- a. Regular Board Meeting – December 8, 2023

1.2 Finance and Administration

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

1.3 Maintenance Work Order System

Request for operating budget to purchase Maintenance tracking application

Staff Report Recommendation: Staff recommends the Board authorize the purchase of MaintainX.

1.4 District Document Disposal

Disposal of District documents as prescribed by Retention Policy

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

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

2. ACTION ITEMS

2.1 LAFCO Nomination for Special District Members

Two open seats for Eastern Riverside County Special Districts

GM Bonner reviewed this item for the Board to determine if the District would like to nominate a candidate. Board discussion ensued.

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

2.2 Headstone Setting Policy

Changes to policy regarding headstone setting for adjacent lots.

Staff Report Recommendation: Staff recommends the Board adopt the “Multiple Lot Marker” language as presented into the existing “General Rules and Regulations” policy.

GM Bonner noted this item was requested by Chair Rosales and was brought back from the December meeting per Board request. GM Bonner reviewed the updated language presented for addition to the existing policy to allow for one headstone to be placed “offset”, listing the names of multiple decedents occupying two separate but adjacent grave sites. Board discussion ensued.

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

2.3 Coachella Valley Economic Partnership Sponsorship

CVEP Board Seat

GM Bonner reviewed that this item was brought back for the consideration of the Board as the Board had expressed a desire to obtain a Board seat with CVEP when the expenditure was initially approved. However, it has been communicated to staff that CVEP’s policy requires investors to be at a \$10,000 investment level to be eligible for a Board seat, with no exceptions. Vice Chair Vossler stated that while she supports the mission of CVEP and was the Trustee who requested consideration of investing in the organization, she does not support a \$10,000 investment at this time. Board discussion ensued. Trustees reconsidered investing at this time, deciding to rescind the previous action of investing \$5,000.

Motion: Vossler – Rescind previous action RE: Investment in CVEP
Second: Underwood
Yes: Rosales, Vossler, Underwood
Abstain: None
No: None
Absent: Coronel, Rios
Motion passed.

3. INFORMATIONAL ITEMS

3.1 Interment Vault Price Increase

Vault manufacturer pricing exceeding current rate sheet pricing

GM Bonner shared a price increase that was recently received from our vault manufacturer. GM Bonner suggested the Board consider options to help offset this increase, such as a one-time adjustment to

pricing, selling vaults at the current market rate, or adopting a bi-annual cycle for fee studies to help keep cost increases minimal. GM Bonner noted that per the last CAPC fee study, our District was ranked 3rd out of 112 public cemeteries for vault affordability. Board discussion ensued and item was requested to be brought back at the May 2024 planning session.

3.2 Wreaths Across America Program

Participation in National Wreaths Across America Day

GM Bonner stated that this item is a request from Trustee Underwood and reviewed that Wreaths Across America is a program that utilizes local volunteers and sponsors with interest in recognizing Veterans on Wreaths Across America Day, observed on December 14th. Trustee Underwood commented that he felt it was important to recognize our Veterans. Chair Rosales asked if the Del Toro family planned to continue placing wreaths on Veterans graves, to which GM Bonner responded that the family had been contacted but the District has not yet received a response. Vice Chair Vossler and Trustee Rios voiced their support for having the program at our Cemetery, if there is a local group interested in organizing the event. Trustee Underwood requested this item be brought back at the May planning session.

3.3 Master Plan Update

Status update on Master Plan preliminary data request

GM Bonner reviewed that we are in the process of coordinating an on-site visit and will inform the Board when a date has been decided on; preferably the visit will be during a regularly scheduled Board meeting. Staff is in the process of gathering the necessary information for the formation of the Master Plan and have reached a point that information must be gathered and input in a format that we do not currently utilize, which has been impeded due to our annual audit preparation but will be prepared soon.

3.4 Quarterly Budget Update

Update of current budget run rates

Finance Analyst Winder noted that while the staff is not currently requesting any budget adjustments, there are accounts that are being closely monitored and are anticipated to require a budget adjustment as the year progresses:

- 6102-Computer Equipment & Software had unanticipated software expenses for QuickBooks Desktop subscription model of \$1,400 and CemSites increase of \$5,000 for 2024.
- 6165-Special Events is at risk due to DDLM expenses exceeding budget by over \$13,000 to date, with a couple of invoices not yet received.

Board discussion ensued and GM Bonner suggested reviewing DDLM event expenses at the May planning session.

3.5 Southwest Security Communication

Request for rate adjustment

GM Bonner reviewed request received by security company for a 5% increase to three billable categories on their contract, noting the current contract is through September 2024 with extension options. Board discussion ensued. Board would like item to be brought back to February 2024 meeting.

4. TRUSTEE/GENERAL MANAGER COMMENTS

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales stated he is grateful for everyone and their hard work.

Vice Chair Vossler did a drive through the Cemetery grounds this morning and the Cemetery is beautiful and offered her compliments to the staff. Vice Chair Vossler noted she was disappointed in Trustee Coronel's unexcused absence as this is a small Board and all Trustees are needed.

Trustee Underwood attended an open house for Assemblymember Greg Wallis, a Palm Desert Area Chamber of Commerce meeting, and two webinars through CSDA: Connecting to Enhance Performance Management and Significance and Lifespan of Municipal Service Reviews.

Trustee Rios apologized for being late and asked about the Vendor Liability Waivers, to which GM Bonner responded it would be covered in his GM Report. Trustee Rios thanked Chair Rosales for his hard work.

4.2 General Manager Report

GM Bonner reviewed that a letter was sent to Funeral Homes and vendor partners regarding the upcoming road construction scheduled for February 5th-9th. He has been assured that service traffic will be allowed in and out, but they are unsure about public access during the road work, which has led him to post to the public regarding memorial item pickup on Sunday, February 4th that week to avoid any issues. GM Bonner noted that we are looking into getting some gravel for the parking area in front of the Executive office. A funeral home requested a revision to the Vendor Liability Waiver, and it is currently under review with legal counsel, so this is on hold until the review is completed. Our District will be visited by the Chief Risk Officer from CSDA to see some of the safety innovations we have enacted. A new data point tracking walk-ins is being added to the GM Report now that we have a couple of months' worth of data and there will be additional maintenance data points once the new maintenance system is in place. Districts' 2024 calendar has been released to the public with Holidays and no mowing dates noted. An information board has been purchased to be placed in front of the Admin office for the public. Key contact listing has been sent to vendors and provided to the Trustees. What to Expect videos in Spanish have been uploaded and are now available for viewing; GM Bonner stated he submitted an article to CSDA regarding the videos and it is under review for publication.

Adjourned to closed session at 9:17 a.m.

5. CLOSED SESSION ITEMS

5.1 Conference with Legal Counsel Re: Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d)
Number of Potential Cases: One (1)

The Board reconvened from closed session at 9:28 a.m. and Counsel Campos reported: Received direction, no reportable action.

6. ADJOURNMENT

Meeting was adjourned at 9:29 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, February 9, 2024

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: 2-9-24 BOT Mtg.