

Coachella Valley Public Cemetery District

Regular Trustee Meeting Minutes

Friday, March 8, 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, March 8, 2024, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, March 4, 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 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

None

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:

Public comment was received from Victoria Beltran via email and was distributed to the Board of Trustees.

ADDITIONS TO THE AGENDA:

None

1. CONSENT CALENDAR

1.1 Trustee Minutes

- a. Regular Board Meeting – February 9, 2024

1.2 Finance and Administration

- a. Approval of Expenditures – Checks and ACH transactions as detailed February 2024
- b. Investment Report
- c. Budget to Actual February EOM

1.3 Operations Equipment Decommission

Decommission of 1993 New Holland 1720

Staff Report Recommendation: *As the new unit is coming online District staff is recommending the decommission of the 1993 New Holland 1720 tractor currently in inventory for liquidation as prescribed by the Districts Purchasing and Contracting Policy.*

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

2. ACTION ITEMS

2.1 Request for Additional Temporary Administrative Support

Additional support for required 10-Year Master Plan

Staff Report Recommendation: *Staff recommends the addition of a one-time amount of \$6,500 to be added to the 2023-2024 budget line 6260 · Outside Services.*

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

2.2 Vendor Requirements

Insurance and liability waiver requirements for vendors operating on District property

Staff Report Recommendation: *Staff recommends rejecting the proposed change striking “with counsel of the District’s choosing” from the document. The District should be represented by legal counsel of the District’s*

choosing.

Staff recommends accepting and adopting the proposed addition of the language, “Services as a result of Vendor’s negligent or wrongful actions or omissions”. This language appears to augment the purpose of the last round of changes, further emphasizing the intent of the document. Staff has no issue with this change.

Upon adopting the policy, staff shall communicate the updated document with vendors and grant 30 days to review and comply.

GM Bonner noted that vendor retracted their request for a change to legal counsel language after Board packets were created, so they are now only requesting the revision to the language for the vendor’s actions. Counsel Campos confirmed the request is a minor revision and follows what the Board’s intent was with the prior revision.

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

2.3 CSDA Board Seat

Notification of Open California Special District Association Board Seat

Staff Report Recommendation: Staff is neutral on this subject.

GM Bonner reviewed the notification from CSDA regarding an open board seat and provided the Board the opportunity to nominate should they wish. Board discussion ensued. No action taken.

2.4 Private Ceremony for Military Veterans

Proposed policy for Veterans Memorial use

Staff Report Recommendation: Staff recommends the Board adopt the policy as presented.

GM Bonner reviewed this policy proposal was brought back per request of the Board at the February meeting. Board discussion ensued. Board determined the policy is not needed at this time and they will approve requests on an as needed basis should future requests be received. No action taken.

2.5 Additional Funds for Public Events

Request for additional special event funds for 2023-2024 budget

Staff Report Recommendation: Staff recommends the Board approve an additional \$15,000 to the budget line 6165 · Special Events.

GM Bonner reviewed the funding from DDLM exceeded budget and we still have three events upcoming, Mother’s Day, Memorial Day, and Father’s Day, that we need additional budget funds to continue to run them

as intended. Board discussion ensued. Per request from Trustee Coronel to remove \$2,500 from the Memorial Day budget line for the flyover, staff amended the request for budget adjustment to \$12,500.

- Motion: Underwood – Approve budget adjustment of \$12,500
 - Second: Rios
 - Yes: Rosales, Vossler, Coronel, Underwood, Rios
 - Abstain: None
 - No: None
 - Absent: None
- Motion passed.

3. TRUSTEE/GENERAL MANAGER COMMENTS

3.1 Trustee Comments and Event/Function Report Out

Chair Rosales thanked Vice Chair Vossler for her service and commitment in volunteering with the Boys & Girls Clubs of Coachella Valley that she is being recognized for. Chair Rosales will be attending the California Association of Public Cemeteries Annual Conference next week. He stated our grounds crew do a good job and noted that he makes an effort to speak with them when he is on premises to let them know he is appreciative of their work.

Vice Chair Vossler is out weekly to the Cemetery to sign checks and commented that the grounds look nice.

Trustee Coronel attended events for College of the Desert State of the College, OneFuture Coachella Valley, and Municipal Management Association of Southern California.

Trustee Underwood attended two Regional Access Project Foundation events with presentations on social media and grants, and a Palm Desert Area Chamber of Commerce event to meet Legislator Ochoa-Bough. Trustee Underwood shared a newspaper article mentioning Vice Chair Vossler being honored by the Boys & Girls Clubs of Coachella Valley.

Trustee Rios attended the CSDA virtual workshop Module 1 (Day 1 & 2) of the Special District Leadership Academy; he found it educational.

3.2 General Manager Report

GM Bonner attended a training session on SB 553 Workplace Prevention Program, noting that thanks to the Board, most of the required work is already done. Stated we will be going to bid for Financial Services, per prior Board direction. GM Bonner noted that additional items have been added to GM Report, including MaintainX reporting, and comments received publicly on social media. As we have been enforcing the policies regarding memorial items, we have been hearing feedback from the public. GM Bonner attended a Special District Association of Riverside County meeting and has been asked to join the board. A Special Meeting will be scheduled on March 22, 2024, for road bid review.

4. ADJOURNMENT

Meeting adjourned at 8:38 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Special Meeting
Friday, March 22, 2024
8:00 a.m.

Regular Board Meeting
Friday, April 12, 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: 4-12-24 BOT Mtg.