

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, January 13, 2023

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, January 13, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, January 9, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:03 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)

David Farnsworth CPA, Auditor (via Zoom)

Additional participants for public comment:

Deanna Mendoza – Indio, CA (RE: Agenda Item 3.1)

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

Deanna Mendoza of Indio spoke regarding Agenda Item 3.1 Cemetery Public Access. Ms. Mendoza asked the Board to reconsider the closing time and requested an adjustment to the pick-up or drop-off times on pre-mowing days.

Chair Rosales thanked Ms. Mendoza for coming and commenting. He expressed the sunset closing time is due to liability and the fact that it gets dark. Chair Rosales stated the Board will revisit the issue, noting that liability, cost, and community needs are all taken into consideration and everything possible will be done to accommodate the community.

Trustee Underwood thanked Ms. Mendoza for coming and stated that public comment is needed.

Ms. Mendoza expressed her thanks to the Board for their time and consideration.

ADDITIONS TO THE AGENDA

GM Bonner requested a Closed Session item “Conference with Legal Counsel Re: Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d)” be added between Item 1 and Item 2. This item was approved for Board consideration by General Counsel.

Motion: Vossler

Second: Rios

Roll Call Vote:

Vice-Chair Vossler - Yes

Trustee Coronel - Yes

Trustee Underwood - Yes

Trustee Rios - Yes

Chair Rosales - Yes

Motion passed.

1. PRESENTATIONS

- 1.1 Presented by David J. Farnsworth A review of the District’s 2022 Audit Review and Report and GFOA Award Submission

Trustee Coronel thanked staff and David Farnsworth for the good work as audits continue to improve. Trustee Rios stated audits have become clearer and more concise since David Farnsworth came on board. Trustee Underwood thanked David Farnsworth; echoed by Vice-Chair Vossler and Chair Rosales.

Chair Rosales adjourned the meeting to closed session at 8:44 a.m.

2. CLOSED SESSION

- 2.1 Conference with Legal Counsel Re: Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d)
Number of potential cases (2)

The Board reconvened from closed session at 9:02 a.m. and Counsel Campos announced there was no reportable action taken.

3. CONSENT CALENDAR

3.1 Trustee Minutes

- a. Regular Board Meeting – December 16, 2022

3.2 Finance and Administration

Approval of Expenditures – Checks 1506, 26354-26398, 26400-26440, 50175-50178, and ACH transactions as detailed b. Investment Report c. Budget to Actual

3.3 Approval of 2022 Audit

Motion: Vossler

Second: Coronel – pull 3.2a and 3.2c; second the rest

Yes: Rosales, Vossler, Coronel, Underwood, Rios

Abstain: None

No: None

Absent: None

Motion passed.

Comments regarding 3.2a Expenditures and 3.2c Budget to Actual:

Trustee Coronel questioned bankcard fees and requested that payroll transactions be shown in a single line rather than individual employee transactions. GM Bonner noted that by not accepting cash payments and moving towards online payments, the bankcard fees will continue to rise, and stated payroll transactions can be condensed moving forward.

Trustee Coronel expressed concern over cost of California Special Districts Association (CSDA) membership and the benefit we receive as members for the cost. GM Bonner suggested we could ask for a presentation to be made to the Board by the CSDA. Trustees agreed that would be beneficial. Trustee Vossler questioned what the negative side of not rejoining CSDA membership would be. Trustee Coronel stated that a major one is we would not be eligible for insurance through SDRMA. Trustee Underwood suggested we invite SDRMA to come and speak to the Board as well.

Trustee Coronel questioned the below Budget to Actual report expense items due to balances being close to, or over budget:

6050 Workers Compensation – GM Bonner explained this is overbudget due to being underbudgeted.

Actual cost is consistent with prior years for this item.

6160 Insurance – Consultant McCue explained this item is all non-employee insurance coverages and is paid once a year, so the cost will not increase.

6172 Small Tools – GM Bonner explains this fluctuates and it should not go over.

6168 Membership – GM Bonner clarified this was overbudget due to CSDA membership increasing and new GFOA membership for Finance Analyst.

Motion: Coronel – approve 3.2a and 3.2c; with direction to request CSDA presentation (in person), review insurance options and have payroll condensed to single line item on reports.
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: None
Motion passed.

4. ACTION ITEMS

4.1 Cemetery Public Access A review of current cemetery public access hours

GM Bonner noted this item was added at the request of the Trustees. Reviewed report and presented options of opening gates at 6:30 a.m. instead of 7:00 a.m., or installing lights. Board discussion ensued. GM Bonner reviewed option of opening at 6:30 a.m. on pre-mowing days during winter, which would create a financial impact due to moving maintenance schedule and incurring approximately 18-20 hours a month in overtime. Chair Rosales would like a notice printed in English and Spanish for security to handout. GM Bonner suggested a sign at front of Cemetery that states exact “sundown” closing times observed throughout year.

Motion: Rosales – During winter when cemetery closes at 5:30 p.m., modify opening times prior to mowing days to accommodate community, hand out flyers in both languages to notify community of change and post specific closing times
Second: Rios
Yes: Rosales, Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: None
Motion passed.

Trustee Coronel noted he requested this item. Chair Rosales thanked Trustee Coronel and at the suggestion of GM Bonner, stated that when a Trustee requests an agenda item, they would like it noted.

4.2 Sponsorship Policy Review and consideration of a District policy to govern sponsorships for District events

GM Bonner stated this was brought back per Board request at November meeting. Sample sponsorship policy presented based on feedback as a starting discussion point for Board. Board discussion ensued. Chair Rosales stated there is no current need for sponsorship support.

No action taken.

4.3 County Designated Zoning of District Property Review and consideration of recommendation to submit current District property for zoning review

GM Bonner reviewed report as presented and noted an initial capital budget of \$50,000 will be needed should we move forward. Board discussion ensued. Chair Rosales stated it is reasonable and needs to be done. Counsel Campos stated we must have proper zoning.

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

4.4 Contract for Services with HV Entertainment Review and approval of contract for stage and lighting services for Día de los Muertos event(s)

GM Bonner reviewed contract as presented and noted it was being brought before Board due to a required 30% deposit on entire contract being requested up front. Board discussion ensued. Due to the nature of securing talent in advance, the Board is agreeable to the up front payment in this case.

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

4.5 Formation of Standing Committees

GM Bonner stated this was an item requested by Trustee Coronel.

A recess was called at 9:52 a.m.

The meeting resumed at 10:00 a.m.

Trustee Rios left meeting during recess.

Trustee Coronel expressed there is a need for structure with Board involvement that can be achieved by forming committees. He proposed that staff work on establishing job descriptions for three to four committees to bring back for Board approval. Board discussion ensued.

Trustee Underwood stated he is in favor of a Standing Finance Committee. Trustee Vossler stated a proposal for a finance committee with guidelines is reasonable; broad policy for sub-committees she is not in favor of, as she is not in favor of creating work for staff. Chair Rosales echoed the concern of staff time.

Motion: Vossler – Ask Staff to return to Board with parameters for Finance Committee
Second: Underwood
Yes: Vossler, Underwood
Abstain: None
No: Coronel, Rosales
Absent: Rios
Motion failed.

Item opened back up for discussion and Trustee Coronel expressed he felt it was important to create this structure for committees with more processes for structured board involvement. Board discussion ensued.

Motion: Vossler – Ask Staff to return to Board with parameters for Standing Finance Committee
Second: Underwood
Yes: Rosales, Vossler, Underwood
Abstain: None
No: Coronel
Absent: Rios
Motion passed.

5. INFORMATIONAL ITEMS

5.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Trustee Coronel stated there will be two vacancies for Special Districts on LAFCO Board. GM Bonner stated when election letter is received from LAFCO, he will get it out to the Board.

5.2 Master Plan Ad-Hoc Committee Rosales/Vossler

GM Bonner stated proposals will be presented at May board meeting.

5.3 Monument Committee Rosales/Coronel

Trustee Coronel had meetings with local Cities and businesses. Will present at May board meeting.

5.4 Annual Interment Totals General Manager

GM Bonner noted he brought this forward as an information item in the interest of transparency and reviewed report as presented. Historical annual interment totals will be adjusted as needed.

5.5 Vehicle Use Report

General Manager

GM Bonner reviewed report as presented. This report will be presented on an annual basis. GM Bonner noted that Maintenance Manager will no longer be using the 2021 Ford F-150 as an on-call vehicle, so mileage will be down next year.

5.6 Operations Vehicle Use Report

General Manager

GM Bonner reviewed report as presented. This report will be presented on an annual basis with the intent of better monitoring fuel use as a matter of sound oversight.

6. TRUSTEE/GENERAL MANAGER COMMENTS

6.1 Trustee Comments and Event/Function Report Out

Trustee Underwood noted he is waiting to hear about map for Board room, to which GM Bonner replied he has been trying to find a map maker. Trustee Underwood stated he received a question from someone who applied for the PR contract and would love to see the process be available to the Board. GM Bonner explained process and stated we normally accept the low bid, which was the outcome in this case. Trustee Underwood would like to see quote response on all items received for bidding processes, which GM Bonner committed to supply to him. Trustee Underwood mentioned receiving a public e-mail letter regarding security but did not see if a response was sent, as well as receiving a separate verbal comment that was not made in writing, despite his request. GM Bonner stated he did respond to e-mail letter regarding security and CC'd Chair Rosales on his response, while noting he always asks if they would like to make a public comment. Trustee Underwood attended an online course from CSDA in Diversity and Inclusion, the Luncheon for Staff at the end of December and a meeting with Coachella Valley Engineers, by invite of Coachella Valley Engineers, regarding the paving of the Cemetery. Trustee Underwood noted the absence of financial information on an item previously approved by the Board, he requested that all financial impacts be added to staff reports in the future. Trustee Underwood verified that Chair Rosales was attending the California Association of Public Cemeteries meeting to accept his Board nomination.

Vice-Chair Vossler attended the Staff Luncheon at the end of December; food and camaraderie were great, and awards presented were fun. Local TV news coverage of transparency award was excellent. Vice-Chair Vossler asked if we were aware of TV coverage in advance, GM Bonner responded that we were not. GM Bonner will ensure the Board is added to the press release distribution list.

Trustee Coronel went to Sacramento on invitation of Assemblymember Eduardo Garcia for opening and swearing into State Legislature; represented District and had conversations related to LAFCO. Trustee Coronel gave a tour of the District to local Special District Board Members. Noted that through redistricting, there is a new State Senator, Steve Padilla working out of Indio, and we are in the outskirts of his district; Trustee Coronel is trying to set up a meeting. Trustee Underwood added that we also have a new US House of Representatives for part of our district as well. Mentioned that he connected GM Bonner with Desert Recreation District to look at some of our space. Trustee Coronel stated he would like for us to explore the continuing need to have a Financial Consultant and Teaman and Ramirez as well, while requesting that we pay more attention to details. GM Bonner responded that we are in the process of preparing financial flows process for the next meeting. Trustee Coronel had requested of GM Bonner that we get a professional

translator service for signage to which GM Bonner noted we are working with Gengo, stating there were three separate options for Spanish translation. Trustee Coronel mentioned the VOIP phone system “Press 1 for Spanish” takes you to a placeholder, there is no way for you to leave a voicemail and it rings seven to ten times. GM Bonner stated this is in the works to be corrected with a menu of options and notices in both languages, and we will be moving forward with hiring Assistant position which will help with phones.

Chair Rosales attended Staff Luncheon at the end of December, it was great and good for morale. Would like an update on assistant position for front office and also an update on the new property release. GM Bonner noted the assistant position is included in the current GM report and the new property will be included in the next GM report as he just got numbers this week due to annual audit. Chair Rosales reminded that as Trustee Rios mentioned, he would like us to be sensitive to the drop-off process for memorial items. Stated he would like to recognize Susie Del Toro’s effort, and GM Bonner noted it will be added to the next board meeting as a discussion item, stating we have some open benches that we are looking into as an option.

6.2 General Manager Report

GM Bonner reviewed report as presented. Turf is looking much better, and he will be working on frost condition signs. Trustee Coronel asked whether the Landscape employees had uniforms, as they were not wearing them when he conducted his tour the previous day. GM Bonner stated he believes they have uniforms, and he will follow up with the company. Trustee Coronel also noted their golf cart is loud due to being gas. GM Bonner stated he will ask if they have an electric option. GM Bonner noted that Chair Rosales, Trustee Underwood, and Trustee Rios were all reappointed to new terms by the County Board of Supervisors. Trustee Coronel connected GM Bonner with Desert Recreation District regarding their storage needs which we may have available; he will bring the proposal to the Board if it gets that far. GM Bonner requested he yield some time to Finance Analyst Winder for important updates.

Finance Analyst Winder reported that the District opted into State Disability Insurance (SDI), an employee funded program that public entities are exempt from, in the 1970’s, causing two separate Employment Development Department (EDD) numbers to be created for the District. This has created an issue with our payroll company as this is not typical and they are not able to handle reporting for two EDD account numbers. The District has been experiencing ongoing issues with CBIZ payroll attempting to handle this on our behalf, resulting in not filing the proper reports and filing reports incorrectly. Moving forward, the District will be withholding and submitting payments and reports to EDD rather than our new payroll company once we switch. GM Bonner noted that we can opt out of the SDI program but that it is best to do it at the start of the calendar year so that the employees can opt into a similar program. Trustee Coronel mentioned this was one of the optional government benefit items that he wanted the Board to decide if they wanted to provide. Finance Analyst Winder clarified that this is not a District funded program, it is employee funded.

Best, Best and Krieger is researching the Cafeteria Fund to determine whether the intention of the fund’s usage was solely for Dental, Vision, and Medical insurance premiums, or if it was intended to also offset the voluntary participation in supplemental insurances. This was a question that arose during the transition of payroll companies, as there is currently no clear guidance on this.

The audit showed the Endowment Funds have not been transferred monthly through November; starting with December, they will be transferred to Chandler monthly. Two lump sum deposits have been transferred to get caught up through June and for July through November.

Pre-Need Funds have also not been being transferred monthly as they used to be. Moving forward we will leave \$200,000.00 in Wells Fargo Pre-Need account monthly, and we will transfer any funds that became At-Need to the General Checking with the remaining balance being transferred to Chandler to earn interest.

Trustee Coronel stated Finance Analyst Winder was doing a good job, and clarified it was the legislative intent of the board for the Cafeteria Plan to be used for mandatory benefits and they have a 50% cash out provision for the cash value of the difference. GM Bonner stated it wasn't an issue with the intent of the Board but rather the way the policy is written that is being reviewed.

7. ADJOURNMENT

Meeting was adjourned at 11:22 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, February 10, 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.

Coachella Valley Public Cemetery District
Special Trustee Meeting Minutes
Friday, January 27, 2023
4:00 p.m.

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held via Zoom virtual conference on Friday, January 27, 2023, at 4:00 p.m.

Public Notices were posted by the Clerk of the Board on Wednesday, January 25, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 4:03 p.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Marcos Coronel, Trustee

Additional participants:

Sherry Winder, Finance Analyst/Clerk of the Board

Marlene Navarro-Lupian, Cemetery Services Manager

Carlos Campos, General Counsel

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

1. ACTION ITEMS

1.1 A Resolution to Continue Fully or Partially Virtual Public Meetings (AB 361) Consideration of Resolution No. 121

Motion: Vossler

Second: Underwood

Roll Call Vote:

Vice-Chair Vossler - Yes

Trustee Underwood - Yes

Trustee Rios - Yes

Chair Rosales – Yes

Absent: Coronel

Motion passed.

1.2 Proclamation Honoring the Life and Work of Susie Del Toro Consideration of Proclamation

Motion: Vossler

Second: Underwood

Roll Call Vote:

Vice-Chair Vossler - Yes

Trustee Underwood - Yes

Trustee Rios - Yes

Chair Rosales – Yes

Abstain: None

No: None

Absent: Coronel

Motion passed.

Chair Rosales mentioned he has known Susie and her family for a long time. She has always gone above and beyond to honor her husband, and all other veterans at our Cemetery. Her work is commemorative, selfless and he hopes that we can find somebody to fill that role in her organization or in our community.

2. TRUSTEE/GENERAL MANAGER COMMENTS

Trustee Underwood attended LAFCO meeting and a meeting for The Association of Fundraising Professionals, where he received a checklist for establishing a non-profit that he sent to GM Bonner. The Association of Fundraising Professionals are willing to offer free help get a Foundation started if that is the desire of the Board.

Trustee Rios noted he was reluctant regarding the proclamation as he thinks there are many other people that also deserve recognition like Mrs. Del Toro, and stated we need to be aware of others who have been great contributors to our Cemetery and honor them the same as we have done for Mrs. Del Toro. Chair

Rosales stated that he feels that this Board has been very proactive in honoring people, such as Mrs. Del Toro and hopefully this Board and other Boards in the future will continue this tradition of honoring people who contribute to the Cemetery District. Trustee Rios thanked Chair Rosales and stated that is precisely what he is after; if we do it for one, we do it for all. He does feel the Board has been proactive and that they need to continue in that direction. Trustee Underwood asked if Trustee Rios had a list of people that he felt we need to be honoring and he stated that he did not.

3. ADJOURNMENT

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

Meeting was adjourned at 4:15 p.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, February 10, 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.

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, February 10, 2023
8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, February 10, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, February 6, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

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

Marcos Coronel, Trustee

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Ernesto Rosales, Chair (Excused, Board action Coronel/Rios, 4-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant

Chris Palmer, California Special Districts Association (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

1. PRESENTATIONS

- 1.1 Presented by Chris Palmer, Senior Public Affairs Field Coordinator, Southern Network
A review of the District's CSDA Membership Benefits

2. CONSENT CALENDAR

- 2.1 Trustee Minutes
 - a. Regular Board Meeting – January 13, 2023
 - b. Special Board Meeting – January 27, 2023

Trustee Coronel requested to see an addition on 2.1a Trustee Minutes, Regular Board Meeting – January 13, 2023, '4.4 Contract for Services with HV Entertainment' regarding 30% deposit being paid in advance.

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

- 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks 26441-26482 & 20179, and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual

Trustee Coronel noted on 2.2a Approval of Expenditures there was not a memo recorded for Arroyo Road Service payment, and asked to verify that the vacation payouts were processed in compliance with the current policy. GM Bonner verified that the requests were a payout against the upcoming years accruals.

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

Trustee Coronel noted that he would like to see the budget adjusted for items that are tracking ahead of schedule. GM Bonner stated the budget updates will be added to an upcoming meeting.

3. ACTION ITEMS

3.1 CAPC Election of Board Members

Adoption of process to vote in the CAPC Board of Directors election

GM Bonner reviewed staff report, Board agreed with recommendation to allow Chair Rosales to vote at his discretion. GM Bonner noted that due to staff education budget constraints, he may not attend the California Association of Public Cemeteries (CAPC) Annual Conference, as Finance Analyst Winder is attending the Government Finance Officers Association (GFOA) Accounting Academy. Board expressed they are in favor of both GM Bonner and Finance Analyst Winder attending the conferences. GM Bonner stated he would submit the request for additional budget per the Boards wishes at the next Board meeting.

Motion: Coronel – Empower Chair Rosales to vote
Second: Underwood
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.2 LAFCO Nomination for Special District Members Consideration of nominations for the LAFCO Commission

GM Bonner reviewed staff report. Board discussion ensued. Trustee Underwood recommended Trustee Coronel for the nomination, Trustee Coronel declined and indicated his support for another candidate. Trustee Underwood then indicated he would like to run for the open seat and asked the Board to support his nomination.

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

3.3 SDRMA Board Election Nominations

Consideration of nominations for the SDRMA Board of Directors

GM Bonner reviewed staff report. Board discussion ensued. Trustee Underwood stated he would like to nominate the General Manager for the seat. Trustee Coronel stated he would strongly oppose that. Vice Chair Vossler questioned if it would have a benefit to the District.

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

3.4 CSDA Board Election Nominations
Consideration of nominations for the CSDA Board of Directors

GM Bonner reviewed staff report. Board discussion ensued.

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

3.5 Employee Education Reimbursement Program
Discussion of adopting an employee education reimbursement program

GM Bonner stated this item was requested by Trustee Underwood and noted that what is presented is a sample policy. Board discussion ensued. Trustee Underwood expressed he believes highly in education and encourages staff to get an undergraduate degree, which this program could assist with. Trustee Underwood stated the program could assist the General Manager in attaining his degree. Trustee Coronel stated he was disappointed the item was on the agenda and stated he did not feel the District was ready for the program. Trustee Coronel expressed a desire to work with Trustee Underwood to create this program in the future. Trustee Rios also stated he feels the District is not ready for the program.

Motion: Underwood – Move item to May planning session and create an Ad-Hoc Committee for Trustee Underwood and Trustee Coronel to work together on
Second: Rios
Yes: Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: Rosales
Motion passed.

3.6 Formation of Standing Finance Committee
Discussion of adopting a Standing Finance Committee

GM Bonner stated this item was brought back per direction from the Board. Trustee Coronel made a motion to deny the creation of a standing finance committee.

A recess was called at 9:14 a.m.

The meeting resumed at 9:18 a.m.

Trustee Coronel withdrew his previous motion. Board discussion ensued. Trustee Underwood expressed he felt the Board needs to be informed about finance and this committee could help discussions at the Board level. Trustee Coronel reiterated his opposition to a standalone finance committee and reminded the Board he has been consistent in his position on that.

Motion: Underwood – Approve Finance Committee

Second: Rios – For Discussion

Trustee Rios stated the Board already reviews budget and expenditures, and they have access to the Financial Consultant and Finance Analyst should they have questions. Trustee Coronel expressed he does not support a Finance Committee on its own.

Roll Call Vote:

Trustee Coronel - No

Trustee Underwood - No

Trustee Rios - No

Vice-Chair Vossler - No

Absent: Rosales

Motion failed.

3.7 Resolution 122 Rescinding Conflicting Grave Marker Policy
Resolution to solidify District's policy accepting images on memorials

GM Bonner explained this is a clean-up item. Within the Grounds Policy, the Board adopted a policy that allowed for images on headstones; prior to that policy adoption, the Board had adopted Resolution 3, which expressly prohibited images on headstones. At advice of legal counsel, a Resolution needs to be rescinded by a Resolution.

Motion: Coronel – Approve Resolution 122

Second: Underwood

Yes: Vossler, Coronel, Underwood, Rios

Abstain: None

No: None

Absent: Rosales

Motion passed.

- 3.8 District Actions to Honor Susie Del Toro
Consideration of District efforts to honor the life and volunteer work of Susie Del Toro

GM Bonner stated that Chair Rosales had requested this item come back to the Board. Board discussion ensued. Due to Chair Rosales not being present, Trustee Coronel recommended the action be tabled so the Chair has a chance to participate in the discussion.

Motion: Coronel – Table until Chair Rosales is in attendance
Second: Underwood

4. INFORMATIONAL ITEMS:

- 4.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Nothing to report.

- 4.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Nothing to report.

- 4.3 Monument Committee Rosales/Coronel

Trustee Coronel requested discussion for memorial be added to March agenda.

- 4.4 Virtual Meeting Options Carlos Campos

Counsel Campos reviewed virtual meetings under AB361 were allowed during a state of emergency. Governor stated he will be rescinding the current state of emergency as of February 28, 2023. Virtual meetings will not be allowed without specific occurrences and no more than a specific number of times. Board members can still teleconference from a remote location; however, the locations of attendees must be put on agenda listing where they will be calling in from, and the agenda posted at their location.

- 4.5 Financial Services Contract Report Joshua Bonner

GM Bonner stated this item was requested by Trustee Coronel at last meeting, and noted the report is an informational item in Board packet for review.

5. TRUSTEE/GENERAL MANAGER COMMENTS

- 5.1 Trustee Comments and Event/Function Report Out

Trustee Underwood stated he would like to invite the Desert Community Foundation to speak to the Board ahead of the May meeting for information related to forming a foundation. Vice-Chair Vossler stated that an Ad-Hoc committee for the idea of a Foundation should be formed prior to soliciting speakers to come before the Board. GM Bonner will add to next agenda. Trustee Underwood attended LAFCO meeting.

Trustee Rios had no comments.

Vice-Chair Vossler had no comments.

Trustee Coronel noted he is behind in filing his reimbursements, which is outside of policy. Trustee Coronel has enrolled in Pepperdine University's Professional Certificate in Public Engagement as part of his \$5,000 Trustee training budget, to which GM Bonner clarified the training budget is \$2,000 per Trustee. Trustee Coronel stated he has received verbal compliments about the staff; people are commenting on how the Cemetery looks and the service received. Trustee Coronel would like to pull up former action plans and determine if they need to be adjusted for the upcoming year prior to the planning session and would like to revisit security services due to cost of contract. Trustee Coronel asked Board to come prepared to discuss GM evaluation at the next meeting, would like to have a discussion regarding the procurement policy and would like to request the GM report change back to semimonthly as he felt disengaged between meetings without updates.

5.2 General Manager Report

GM Bonner highlighted some items that he will be adding to the upcoming agendas, such as the sand drift condition at the front of the Cemetery and purchasing a new backhoe. Chair Vossler requested a consideration of excused/unexcused policy be added to the next agenda. GM Bonner noted that staff have switched to iPads for electronic Board packets due to cost of printed packets, and once Administrative Assistant is hired, Board packets will be printed in-house so that they can be prepared sooner.

Trustee Coronel commented prior to closed session that he is the President of the Desert Recreation District Foundation but there is no financial interest for him, he can be impartial, and is not recusing himself.

Vice-Chair Vossler adjourned the meeting to closed session at 10:20 a.m.

6. CLOSED SESSION ITEMS

- 6.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 82925 Ave. 52, Coachella, CA
92236 Agency negotiator: Joshua Bonner,
General Manager Negotiating parties:
Desert Recreation District
Under negotiation: Price and Terms

The Board reconvened from closed session at 10:34 a.m. and Counsel Campos reported: Received direction; no reportable action taken.

Trustee Coronel requested roll call be reconsidered so that Chair Rosales' absence could be noted as excused.

Motion:	Coronel – Excuse Chair Rosales' absence due to his being unavailable
Second:	Rios
Yes:	Vossler, Coronel, Underwood, Rios

Abstain: None
No: None
Absent: Rosales
Motion passed.

7. ADJOURNMENT

Meeting was adjourned at 10:37 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, March 10, 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, March 10, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, March 10, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, March 6, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:00 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

Trustees absent:

John Rios, Trustee (Excused, Board action Vossler/Coronel, 4-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant

Guillermo De La Torre, Maintenance Services Manager

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 – February 10, 2023

1.2 Finance and Administration

a. Approval of Expenditures – Checks 26483-26525, and ACH transactions as detailed

b. Investment Report

c. Budget to Actual

Trustee Coronel requested to pull consent calendar to note he had requested copies of Arroyo Road Service invoices at the last meeting. GM Bonner noted he will bring them to the Board and asked whether there was a concern with this specific vendor; Trustee Coronel stated yes, and Chair Rosales explained that there were issues with this vendor in the past with questionable invoices. GM Bonner stated he was aware of no issues during his tenure as GM, and stated there was an RFQ process and the prices being charged are in line with the bid. All work performed is overseen by Maintenance Manager Guillermo De La Torre. Trustee Coronel voiced he is continuing to monitor this vendor to ensure we do not have the same issues that occurred in the past and would also like for BB&K invoices to be provided to the Board, as they perform an annual review of legal counsel.

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

2. ACTION ITEMS

2.1 Heavy Equipment Capital Replacement Expense

Request to replace existing backhoe with new unit

GM Bonner reviewed staff report as presented noting the financial impact for replacing the existing backhoe is \$165,000.

Maintenance Services Manager Guillermo De La Torre explained the purpose and use of the backhoe for Cemetery operations, including the current limitations with the 20-year-old equipment. Cost to repair is prohibitive and opens the door to additional issues arising during attempted repairs. Financial impact is a minimum of \$6,500 for repairs. GM Bonner estimated resale value of equipment would be approximately \$15,000 to help towards the cost of replacement.

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

Motion passed.

2.2 Review of Budget Adjustment Recommendations

Suggested adjustments to the 2022/2023 budget

GM Bonner reviewed staff report as presented with Board requested budget adjustments as follows:

(Revenue) 5310 - Grave Sales: \$503,268.00

(Revenue) 5320 – Grave Labor: \$1,094,166.00

(Expense) 6050 – Workers Compensation: \$16,899.34

(Expense) 6126 – Travel & Training: \$17,500.00

GM Bonner suggested for 6117 Board Training and Travel the Board can use the budget collectively.

Trustee Coronel reiterated that having a deficit on the budget is concerning, as he would like to see funds set aside, as well as finding savings by cutting expenses or increasing revenue. GM Bonner concurred on budget deficit concerns and stated he would like to see the Capital expenditures budgeted separately, and noted the Development Committee will be presenting in May planning session, along with a 10 year capital plan. Consultant McCue reminded Board that the rate increase implemented was only 50% of suggested increase.

Motion: Coronel – Approve without adjusting Trustee training budget

Second: Vossler

Yes: Rosales, Vossler, Coronel, Underwood

Abstain: None

No: None

Absent: Rios

Motion passed.

2.3 Local Agency Formation Commission Ballot Consideration of voting options for upcoming election

LAFCO Committee recommendation is to vote for candidate Castulo Estrada. Trustee Underwood expressed concern with the process and stated there was no prior committee report recommending a candidate endorsement. Vice-Chair Vossler questioned if Trustee Underwood could have withdrawn once he knew about LAFCO Committee's recommendation, Trustee Underwood stated at that point his name was already on the ballot.

Motion: Vossler – Chair Rosales to vote on behalf of Board

Second: Underwood

Yes: Rosales, Vossler, Coronel, Underwood

Abstain: None

No: None

Absent: Rios

Motion passed.

Board recommendation is for Chair Rosales to submit a vote for only one candidate from each region: Castulo Estrada for Eastern Region and Angela Little for Western Region.

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

2.4 Emergency Procurement Request

Request for Board to utilize emergency procurement authority for columbarium roof

GM Bonner reviewed staff report detailing damage from windstorm; damage poses threat to property as well as slip and fall hazard, which he believes creates the need for emergency procurement to protect equipment and public. GM Bonner is requesting a capital budget of \$50,000 plus change modifications within 10% of awarded bid for repairs from windstorm damages throughout property and noted he will be requesting State funding and insurance reimbursements where applicable; cannot guarantee insurance will cover all repairs due to existing water damage on columbarium roof.

Trustee Coronel does not support emergency use of procurement process as it is only meant to fix enough to no longer be a liability, not additional repairs for prior damage, and he feels enough time has passed that it does not qualify as an emergency. Counsel Campos stated sufficient findings were stated by GM Bonner regarding the emergency status. GM Bonner stated procurement process was followed and noted doing a formal RFP process could delay repairs by approximately three months or more. Chair Rosales stated the concern is for the liability issues for property and hazard to public.

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

2.5 Monument Development Proposal

Development of a new monument on cemetery grounds

GM Bonner reviewed staff report and noted this item was moved from May meeting to March meeting at request of Trustee Coronel.

Trustee Coronel stated that the request was to set aside a portion of land and set a budget with Board consent. Chair Rosales asked for staff recommendation on monument placement; GM Bonner stated Section 27 was the previously proposed location and suggested the Monument Committee meet with Staff.

Chair Rosales stated Committee will meet with Staff prior to retreat and provide recommendation at May

planning session. No action taken.

3. INFORMATIONAL ITEMS

3.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Trustee Underwood questioned whether the committee was completed with the voting action taken, and suggested if there was a continued need that the committee should not be an Ad-Hoc but rather a standing committee. GM Bonner noted that this will be reviewed in the May planning session.

3.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Will present in May planning session.

3.3 Monument Ad-Hoc Committee Rosales/Coronel

Will present in May planning session.

3.4 Employee Education Ad-Hoc Committee Coronel/Underwood

Trustee Underwood stated committee has not met and should have something available by May planning session. Trustee Coronel stated they will be ready by December, not May.

3.5 General Manager Report Overview Bonner

GM Bonner reviewed staff report as presented.

4. TRUSTEE/GENERAL MANAGER COMMENTS

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales stated he attended SDLF conference on final day and he will be attending the CAPC conference in Monterey. Following CAPC conference, he will be in Costa Rica where he is being recognized as the Top Producer in the Country in his industry. Chair Rosales thanked Trustees and GM Bonner for their input and respectful exchanges within Board meetings.

Vice-Chair Vossler attended SDLF conference where they talked about Governance, Board, Staff, and stated it was informative. Attended Chandi's dinner for Indian Ambassador, where many people came and spoke with her about the Cemetery.

Trustee Coronel recommended watching the COD Board meeting as it had a lot about governance, and noted he was asked to join COD Foundation. He is continuing to attend Pepperdine University's Professional Certificate in Public Engagement; his reimbursements have not yet been prepared but he will have them in by fiscal year end and added he has informally spoken with Supervisor Perez and staff about our District, reported all is going well.

Trustee Underwood attended LAFCO meeting, Building Industry Association meeting, and meeting for SDLF conference. Noted that it is important as appointed officials to attend meetings and meet the public. Will be going to SDRMA Spring Education Day at end of month.

4.2 General Manager Report

GM Bonner highlighted Employee Spotlight section of GM report. Coachella Valley Engineers have completed survey work and map is in report; GM Bonner recommends study session with extensive conversation due to financial impact to District. Per Board direction, item will be added to April board meeting. Reminded Board of upcoming LAFCO Special District Candidates Forum. Requested that Board please respond timely to Staff when communicating, as it causes delays when replies are not received. Vice-Chair Vossler requested adding "Please respond by..." to email correspondence and Trustee Underwood requested a text if a communication is time sensitive.

Chair Rosales adjourned the meeting to closed session at 10:01 a.m.

5. CLOSED SESSION ITEMS

5.1 Public Employee Performance Evaluation Title: General Manager

The Board reconvened from closed session at 11:00 a.m. and Counsel Campos reported: No reportable action.

6. ADJOURNMENT

Meeting was adjourned at 11:00 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, April 7, 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, April 7, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, April 7, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, April 3, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:02 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

John Rios, Trustee

Trustees absent:

Marcos Coronel, Trustee (Excused, Board action Rios/Vossler, 3-0)

Bruce Underwood, Trustee (Excused, Board action Rios/Vossler, 3-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

David Turner, Coachella Valley Engineers

Toni Steffan, Coachella Valley Engineers

Brad Donais, Heptagon Seven Consulting (via Zoom)

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

None

CHANGES TO THE AGENDA

GM Bonner requested to pull item 3.3 from the agenda as additional information has been received and is not ready to be presented. Will present at May meeting.

Motion: Rios – Pull item 3.3 from Agenda
Second: Vossler
Yes: Rosales, Vossler, Rios
Abstain: None
No: None
Absent: Coronel, Underwood
Motion passed.

1. PRESENTATIONS

- 1.1 Presentation by David Turner
A review of District options for road repair and maintenance, and future traffic management.

David Turner and Brad Donais reviewed their presentation, highlighting the need for a slurry seal every three to five years and noting that dry wells have not been maintained. Recommended to start on west side if doing repairs in phases. Presented idea of one-way traffic throughout cemetery with signs to communicate, and/or painting one curb red to notate which side to park on. Chair Rosales noted he would prefer to have curbs painted than additional signs throughout the cemetery; Trustee Rios agreed. GM Bonner noted that he will begin the RFP process and will request the area in front of the Cemetery be included.

2. CONSENT CALENDAR

- 2.1 Trustee Minutes
a. Regular Board Meeting March 10, 2023
- 2.2 Finance and Administration
a. Approval of Expenditures Checks 26524-26598, and ACH transactions as detailed
b. Investment Report
c. Budget to Actual
- 2.3 AB 557 Sign-On
District support for extension of AB 361 provisions to establish modified remote meeting procedures

Chair Rosales questioned how AB 557 worked and Counsel Campos stated it is a declaration of emergency by the State, not the Cemetery. Chair Rosales noted he would like an emergency protocol for Cemetery closure for severe conditions (wind/sand/rain) and GM Bonner stated it is

being worked on. Chair Rosales requested that the letter of support be signed by the Chair and not the GM.

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

3. ACTION ITEMS

3.1 Road Repair and Maintenance Review of options for road repair and maintenance

Staff Report Recommendations: Staff recommends option 2 for \$617,321.00 as well as the partial curb and gutter replacement for \$198,900.00. We recommend getting alternate bids for the complete curb and gutter replacement as well as the off-site (turning lane) as an additive and revisiting that at a future Board meeting as a possibility. This option would require a capital budget adjustment to \$991,221.00 (projected cost plus 10%) to cover the work and engineering fees. Per our procurement policy, the General Manager is requesting a 10% addition to the projected cost to cover change orders as needed to complete the work.

Motion: Rios – Allow to move forward with RFP and include off-site option
Second: Vossler
Yes: Rosales, Vossler, Rios
Abstain: None
No: None
Absent: Coronel, Underwood
Motion passed.

3.2 Heavy Equipment Capital Replacement Review of Backhoe RFP and staff recommendations

GM Bonner reviewed RFP Committee's recommendation to award the backhoe purchase proposal to RDO Equipment Co. in Indio, CA. The committee considered several factors including cost, availability and proximity of parts and repair, backhoe features, warranty, and other factors. They also researched other local agencies to see the equipment they utilize. The committee unanimously recommended the John Deere 410P. The quoted purchase price, not including tax, is \$139,169.79. Upon Board approval, the unit will be ordered. Once received, the 2003 New Holland LB 75.B. will be decommissioned and sold.

Motion: Rios – Authorize the purchase of the John Deere 410P from RDO Equipment Co. in Indio, CA and decommission the 2003 New Holland LB 75.B upon arrival of the new unit
Second: Vossler
Yes: Rosales, Vossler, Rios
Abstain: None
No: None
Absent: Coronel, Underwood
Motion passed.

~~3.3 Opening of Previously Reserved Property for Infrastructure
Consideration of options for completing survey and staking work~~

3.4 Proposed Amendment to Interment Regulations
Amend interment regulation to allow for additional cremation

Staff Report Recommendations: Approve amendment as follows:

8. (1) Adult or Child and (2) Cremation (both cremations must be received before or after casket interment).

GM Bonner reviewed the staff report as presented. Chair Rosales stated the importance of regulation is that we cannot place a name on a headstone if we do not have a record of said person being interred here and noted that all interments must have a permit.

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

4. INFORMATIONAL ITEMS

4.1 LAFCO Ad-Hoc Committee Rosales/Coronel

Nothing to report.

4.2 Master Plan Ad-Hoc Committee Rosales/Vossler

Nothing to report.

4.3 Monument Ad-Hoc Committee Rosales/Coronel

Nothing to report.

4.4 Employee Education Ad-Hoc Committee Coroneel/Underwood

No update.

4.5 Vendor Run Rates Bonner

GM Bonner reviewed the staff report and stated all run rates are in-line with budget.

4.6 Tamarisk Tree Removal McCue

The District researched the possibility of a grant from Coachella Valley Conservancy to support the removal of tamarisk trees located on the south side of the District's undeveloped property. The Conservancy declined to support this project stating concerns with public/private property. As a portion of the trees sit on the property of the private landowner adjacent to the cemetery, funds would be going to benefit a private party. The Conservancy did not find this to be a feasible option. Staff will continue to explore other options.

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

Chair Rosales attended, with GM Bonner, the California Public Association of Cemeteries (CAPC) Annual Meeting, where he was voted on to their Board for a term of two years. He has signed up to be on a few committees, including as Chair of the Scholarship Committee. Chair Rosales stated that GM Bonner is highly respected and well represented at conferences; noting that our cemetery is well ahead of the curve.

Vice-Chair Vossler commented that the minutes, GM reports and newsletter are good.

Trustee Rios stated that he is happy with what is being heard and GM reporting is good.

5.2 General Manager Report

GM Bonner extended invitations to the Board to attend the upcoming State of the City events for Indian Wells and Palm Desert, and noted that the columbarium repairs are underway and insurance payouts are being processed.

Chair Rosales adjourned the meeting to closed session at 9:18 a.m.

6. CLOSED SESSION ITEMS

- 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)

- 6.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 10 Acres of Land at the South-East Corner of 82926 52nd Ave., Coachella, CA 92236
Agency Negotiator: General Manager and General Counsel
Negotiating Parties: Congregation Kohanim Immitzvas Hamoadim, Inc.
Under negotiation: Price and Terms
- 6.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager

The Board reconvened from closed session at 9:35 a.m. and Counsel Campos reported: Received direction, no reportable action.

7. ADJOURNMENT

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

Meeting was adjourned at 9:36 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, May 5, 2023

8:00 a.m.

Best Best & Krieger LLP Office
74760 Highway 111, Suite 100
Indian Wells, CA 92210

Respectfully Submitted,
Sherry Winder
Clerk of the Board

Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, May 5, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at Best Best & Krieger, LLP, located at 74760 CA-111 STE 100, Indian Wells, CA 92210 on Friday, May 5, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, May 1, 2023, at the following locations:

1. CVPCD Executive Office – 82847 Avenue 52, Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>
3. Best Best & Krieger, LLP – 74760 CA-111 STE 100, Indian Wells, CA 92210

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:13 a.m., 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 (Excused, Board action Rios/Vossler, 4-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Enda Rodriguez, Administrative Assistant

Carlos Campos, General Counsel

Matt McCue, Consultant

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

Public comment was received via email from Ms. Linda Pierce and distributed to all present.

ADDITIONS TO THE AGENDA

None

1. PRESENTATIONS:

1.1 Presentation by Joshua Bonner

Review of the 2022-2023 District operating year with key indicator reports.

GM Bonner noted a great job was done in meeting the mission of our District and shared accomplishments. Chair Rosales speculated that we may see a decrease coming in terms of interments. GM Bonner stated that pre-needs are not decreasing and suggested this may be due to people visiting loved ones and then choosing to be at our Cemetery. Chair Rosales would like to see a comparison of social media between Desert Memorial Park and our Cemetery.

1.2 Presentation by Matthew McCue

A review of the 2022-2023 District Finances with key indicator reports.

Consultant McCue reviewed the presentation, mentioning Chandler will continue to provide updates twice a year to the Board. GM Bonner noted we need to move funds to the Capital Outlay Fund within Chandler to correctly show what investments we have available in the General Fund within Chandler.

1.3 Presentation by Joshua Bonner

Key process review for Board meetings and action items

GM Bonner reviewed the presentation and Trustees present agreed this is a good format for requested action items. Trustee Rios stated he believes this process will be helpful by giving the Board time to process. Counsel Campos noted this is typical handling and helps alleviate time spent by staff and legal.

1.4 Presentation by Joshua Bonner & Sherry Winder

2023-2024 Draft Operating Budget

GM Bonner reviewed the draft operating budget, noting that it includes the second phase of the rate increase which takes effect September 2023. Chair Rosales suggested a talk tract regarding the upcoming rate increase, highlighting that pricing had not significantly increased in twenty years and the increase was phased over two years for less impact; noting that we are the only Cemetery in the area that allows two full body burials plus an additional cremation able to go in the same lot. GM Bonner stated we will again do a public notice in advance of rate increase to allow a chance to purchase at current rates. Per prior Board suggestion, GM Bonner has requested competitive quotes for insurance and will present them to the Board once received.

1.5 Presentation by Joshua Bonner and Matthew McCue

2023-2024 Capital Budget and 10-Year Capital Budget Outlook

GM Bonner reviewed the \$3.12 million 10-year projection; noting that \$1 million is due to our aging fleet, stating he would like the District to be more proactive than reactive with maintaining and replacing vehicles and equipment. Consultant McCue suggested financing could be considered as

an option to help with the initial cost of pre-setting vaults in new sections. GM Bonner noted that 60% of the capital budget projection will be realized between the years 2022-2025. Trustee Rios questioned how long staff can utilize their current offices, to which GM Bonner noted that the Customer Service team in the Administrative building is fine but that the Administration team in the Executive may need further evaluation in the future.

1.6 Presentation by Chair Rosales & Vice-Chair Vossler (and staff)
Master Plan Ad Hoc Committee Recommendations

GM Bonner reviewed what the Master Plan Committee was tasked with and the key decision points. The committee recommends removing the Maintenance and Executive buildings to create a grand entrance with a parking lot, as we cannot use the land where buildings currently are for burial due to infrastructure underground. The new entrance would include turning the pond into a land feature while keeping its use as a retention pond. The Customer Service building would remain the same, and the Maintenance building would be moved to the back of property. Recommendation is to contract with a Landscape, Architecture & Cemetery designing company to develop a master plan to provide estimated costs and visual presentations. Vice-Chair Vossler questioned the cost of consultant, to which GM Bonner responded he will publish a RFQ and bring quotes back to the Board.

1.7 Presentation by Chair Rosales & Trustee Coronel (and staff)
Memorial Ad Hoc Committee Recommendations

GM Bonner reviewed the idea of another memorial and suggested placement in Section 27. A public safety memorial has been suggested with memorial walls where families pay to have names engraved on the walls. Vice-Chair Vossler approves of a public service memorial but was not in favor of a COVID memorial; Chair Rosales echoed this. GM Bonner will get quotes for a public safety memorial.

2. CONSENT CALENDAR:

- 2.1 Trustee Minutes
 - a. Regular Board Meeting – April 7, 2023
- 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks 26599 – 26646, and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual

Motion: Vossler – Move for approval of consent calendar
Second: Underwood
Yes: Rosales, Vossler, Rios, Underwood
Abstain: None
No: None
Absent: Coronel

Motion passed.

A recess was called at 9:56 a.m.
The meeting resumed at 10:08 a.m.

3. ACTION ITEMS:

3.1 Board Meeting Schedule for 2023-2024

Consider and recommend a Board meeting schedule for July 2023 through June 2024

GM Bonner suggested avoiding the first week of the month due to the short time frame to prepare financials for the Board packet. The second Friday of the month was recommended, except for Holidays, where it would be held on the third Friday of the month. The Board gave direction to return with a resolution at the June meeting.

3.2 Board of Trustees Officer Selection

Consideration of process to designate officers of the Board

GM Bonner stated the Board had requested to bring this item back to determine if the Board would like to rotate Officers. Vice-Chair Vossler stated she is not in favor of rotation. Chair Rosales, Trustee Rios and Trustee Underwood concurred. No action taken.

3.3 Annual Review of Ad Hoc Committees

Dissolution or Renewal of Ad Hoc Committees for 2023/2024

GM Bonner reviewed Ad Hoc committees and noted that they need a time frame and specific direction. LAFCO committee was created for review process, which has not happened or been calendared. Memorial and Master Plan committees provided their recommendations during this meeting. Employee Education committee is not needed as Trustees can work together outside of being a committee. Staff recommends eliminating all current Ad Hoc committees to be brought back as needed; with a reminder that they are to be for limited timeframes.

Motion: Vossler – Suspend all Ad Hoc committees

Second: Rios

Yes: Rosales, Vossler, Rios, Underwood

Abstain: None

No: None

Absent: Coronel

Motion passed.

3.4 Ordinance and Resolution Tracking

Consideration of tracking system utilized for Resolutions and Ordinances

GM Bonner noted this was requested by Trustee Coronel to be brought back for consideration. Vice-Chair Vossler questioned if there was a log on file to track them and GM Bonner confirmed there is. No action was taken.

3.5 Emergency Cemetery Closure Procedures

Consideration of District's response to high wind and other emergency declarations

GM Bonner reviewed the current lack of an emergency procedure for the District, with the main concern being high wind and requested that the Board allow for staff to work on a policy for emergencies, specifically when to close the cemetery. The Board gave direction to staff to work on a policy and present at a future meeting.

3.6 Participation in State Disability Insurance (SDI)

Consideration of District's voluntary participation in the EDD SDI program

GM Bonner noted that this item was requested to be brought back by Trustee Coronel. GM Bonner reviewed the SDI program and the alternative options presented by other employers. There is no cost to the District to administer SDI as it is employee funded. Alternative is to offer another disability insurance option for employees to participate in; however, a concern noted was that staff may opt out due to trying to save funds and then would not be covered should something happen. Board prefers to leave as is. No action taken.

3.7 Cafeteria Plan Application Variances

Consideration of misapplied funds related to the District's employee Cafeteria Plan

Per Staff Report - Staff has identified three possible, and most likely, course correction actions:

1. Back charge employees for benefits erroneously covered under the cafeteria plan and immediately implement the plan as drafted per policy.
2. Provide amnesty to all affected employees for benefits erroneously covered under the cafeteria plan to date and immediately implement the plan as drafted per policy.
3. Provide amnesty to all affected employees for benefits erroneously covered under the cafeteria plan to date and change the cafeteria plan policy to allow for coverage of the voluntary supplemental insurance.

Finance Analyst Winder reviewed the staff report as presented, stating that as of January 2023, PEMHCA contribution has been corrected and noted the supplementary email from legal counsel recommending providing two affected employees with a settlement payment for benefits not provided, along with signing an agreement to waive liability for the District. GM Bonner noted that, other than PEMHCA funds, all benefits covered were in line with the budgeted expense for the Cafeteria Plan approved by the Board. Board discussion ensued.

Motion: Vossler – Remedy PEMHCA for two employees per legal review. Amnesty for all prior benefits coverage to employees. Adjust policy to allow voluntary supplemental insurance benefits to be included in monthly benefit allowances - staff is to work with legal to bring back the required policy adjustments to codify.

Second: Rios
Yes: Rosales, Vossler, Rios, Underwood
Abstain: None
No: None
Absent: Coroneel
Motion passed.

3.8 County-wide Oversight Board Nominations and Election
Consideration of District Nominations for the County Oversight Board

GM Bonner reviewed and stated the Board has the option to participate. There was no interest from the Board members present. No action taken.

3.9 Vendor Insurance and Release of Liability
Consideration of how insurance and release of liability requirements are applied to vendors

GM Bonner reviewed staff report as presented. Board is in favor of having a policy for this. Direction was given to staff to develop and bring back a policy for consideration to a future board meeting.

3.10 Creation of District Foundation
Consideration of creating a District Foundation to support community outreach and activity

Vice-Chair Vossler would like clarification of what the Foundation would encompass. Chair Rosales stated this was envisioned to allow for help with funds without utilizing District funds to assist. Trustee Underwood suggested creating a fund within another foundation that could allow for this as an alternate option. Vice-Chair Vossler stated that the only options for funds to come into a foundation are through a grant writer, family donations, or sponsorships. GM Bonner reminded the Board they had previously agreed they were not in favor of sponsorships. The Board gave direction to bring this item back to next year's planning session.

3.11 Trustee Board Meeting Absence
Consideration of process to excuse Board meeting absences

GM Bonner stated this was a Board requested item. Currently, absences are reviewed and excused by Board vote at each meeting. Vice-Chair Vossler stated it is fine the way it is now; Trustees concurred. No action was taken.

3.12 Columbarium Niche Vase
Consideration of District authorized niche vase

GM Bonner reviewed staff report as presented. Chair Rosales questioned how the niche vases would be attached and GM Bonner referred the Board to Exhibit D that shows an example of an option that will go into the current hole that exists on niche. Board requested a markup be

included for labor in the pass-through cost of the vase to families. Board directed staff to conduct a mini-fee study to determine labor costs and bring back to board after study is complete.

3.13 Employee Education Reimbursement Program

Consideration of developing a policy to support employee education assistance

GM Bonner stated this action item was being returned to the Board for consideration per their direction. Trustee Underwood stated no progress has been made on this to date through the prior ad-hoc committee. Vice-Chair Vossler voiced that she is in favor of training staff for their current positions but not for educating them to move on to a different industry, as it is not the best use of Cemetery funds and education should be related to what we do. The Board gave direction to staff to prepare a proposal to present to the Board at a later meeting that contained language ensuring education funds would be spent on learning opportunities/degrees that were specific to job.

4. TRUSTEE/GENERAL MANAGER COMMENTS:

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales has a California Association of Public Cemeteries (CAPC) meeting in June and is excited to be apart of the CAPC Board. Commented that he is concerned about our upcoming rate increases.

Vice-Chair Vossler commented that the minutes were good and she was impressed with the two binder Board packet. Visited Santa Barbara cemetery while traveling and it made her proud of our Cemetery. She will miss June meeting as she will be out of town.

Trustee Underwood requested that in Staff Reports a financial analysis should always be presented with the scope of work. Reported that he attended the GCVCC Legislative Breakfast with Ken Calvert, the CAPC meeting at Palo Verde Cemetery where organic fertilizer usage was discussed, and the Indian Wells State of the City event. Trustee Underwood stated he is happy for Chair Rosales' CAPC role and to see us helping other districts to grow and do well like ours.

Trustee Rios had no comments.

4.2 General Manager Report

GM Bonner noted he is working with PS Air Museum for a flyover during Memorial Day ceremony; District would be charged for fuel only at a cost estimate of \$2,500. Office security improvement in Administrative building is underway. Congratulated Trustee Coronel on completion of his master's degree and Enda Rodriguez on her proclamation from the City of Indio. Noted he will be attending the Legislative Days in Sacramento with Trustee Underwood and will be teaching a class on effectively using events to communicate with the public at the upcoming California Special Districts Association Annual Conference.

Adjourned to closed session at 11:11 a.m.

5. CLOSED SESSION ITEMS:

5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Counsel

5.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

5.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 780010011

Agency Negotiator: General Manager and General Counsel

Negotiating Parties: To Be Determined

5.4 CONFERENCE WITH LEGAL COUNSEL

Re: Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d)

Number of Cases (1)

The Board reconvened from closed session at 11:51 a.m. and Counsel Campos reported: Received direction, no action taken.

6. ADJOURNMENT

Meeting was adjourned at 11:52 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, June 2, 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, June 2, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, June 2, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, May 29, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

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

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee *(left at 9:50 a.m.)*

Bruce Underwood, Trustee *(arrived at 8:42 a.m.)*

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

A public comment was received via voicemail, which was transcribed and provided to all present.

Transcription of Public Comment received via voicemail on 05/23/2023:

“How you doing my name is Mr. Davos. Would like to make a complaint about your security issue. It’s gotten worse since the last couple of years. So bad to the point yesterday, I pulled up for maybe not even a minute, literally from when I jumped out of the truck to pick up my loved ones cross and ran back, because I was running late for work, so it took me less than a minute before your security started harassing me. The

woman security. Not the first time with her, she's extra, way extra. Started taking pictures of my truck and I say "hey, hey, I'm, I'm, I'm" you parked illegally, I said ok listen, I'm not blocking anyone, my truck is still on, it's not even a minute and then she goes on and ahead and tells me I'm always going there super fast, accusing me of going super fast. I haven't been there in months. I just happened to go there for my wife to pick up the cross, she's always there, or is there way more than me, in her vehicle, not in my vehicle. So she starts accusing, you know I'm just, we're just, I mean, people like her make us not want to bury our dead there. It's unfortunate but true. We were there months ago with a little speaker, mind you can't even, it's a little speaker, no one around and she goes over there and says you can't have music, like she's extra, she's like a Mexican Karen and it honestly, it's annoying. It's annoying and I never complain but I've had it. I've had it with her. Taking pictures of my vehicle, what is wrong with her? Making me, well she didn't make me late for work, I was running late but literally it wasn't even a minute and it was like as she was waiting for me to get there. It's like what is her problem? Again, it's an issue. I don't like it. You can return my call please that would be great (760) 272."

(Message ended at this point without receiving the full number.)

ADDITIONS TO THE AGENDA

None

1. CONSENT CALENDAR

- 1.1 Trustee Minutes
 - a. Regular Board Meeting & Annual Planning Session – May 5, 2023
- 1.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
- 1.3 Replacement of Side-by-Side Unit
 - Utilization of insurance reimbursement funds to replace lost unit

Staff Report Recommendations: Approve a capital expenditure in the amount of \$11,000 to replace the stolen unit with a new 2023 Kawasaki MULE SX 4X4 FI.

Motion: Vossler – Move for approval of consent calendar
Second: Coronel
Yes: Rosales, Vossler, Coronel, Rios
Abstain: None
No: None
Absent: Underwood
Motion passed.

2. ACTION ITEMS

- 2.1 Resolution Adopting 2023-2024 Board of Trustees Meeting Schedule

The proposed resolution would set a regular meeting schedule for July 2023 through June 2024

Staff Report Recommendations: Staff recommends that the Board adopt Resolution No. 123, A Resolution of the Board of Trustees of the Coachella Valley Public Cemetery District Setting the Regular Board of Trustees Annual Meeting Schedule for July 2023 through June 2024.

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

2.2 Parking Area for Customer Carts
Creation of area for shaded parking of passenger carts

Staff Report Recommendations: Staff recommends approving the creation of parking for the passenger carts.

Trustee Rios questioned who would be installing and GM Bonner stated the Maintenance Team will install.

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

2.3 County Zoning for Undeveloped Cemetery Property
Review of current zoning for APN#780010010

Staff Report Recommendations: Staff recommends changing the current capital budget designation of “Parcel 780-010-010 Development” to “Master Plan Development” and keeping the balance available at \$50,000, the current level. As bids for development planning are received, and plans adopted and executed, this project budget can be expanded as needed.

GM Bonner reviewed staff report and confirmed area is not zoned for Cemetery use, as it is currently zoned for light agriculture. Rezoning process requires a site plan, which we will not have until the Master Plan project is started. Trustee Coronel questioned when funds were anticipated to be used, and GM Bonner responded that the RFP process determines that. The RFP process will start this year and will be brought to the Board for review upon receipt.

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

2.4 Special District Risk Management Authority Board Election
Consideration of participation in SDRMA Board vote

GM Bonner reviewed staff report, noting the board has the option to vote or abstain. The board requested to wait for Trustee Underwood to be present and asked to move forward with the agenda until he arrives.

Reconsidered after Item 2.5. Trustee Underwood noted he would like to contact the candidates individually before making a recommendation.

Motion: Coronel – Designate Trustee Underwood as the liaison to return with a recommendation
Second: Vossler
Yes: Rosales, Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: None
Motion passed.

2.5 Matthew McCue Consulting Contract
Renewal of contract for administrative services

Staff Report Recommendations: Staff recommends retaining Mr. McCue for 2023-2024.

Mr. McCue performs several functions for the District, including Monthly Investment Reconciliations, Review of Account Functions, and Investment Transfers that our auditor has deemed necessary for an independent third part (not the GM or Finance Analyst) to do. Additional activities, such as grant writing, HR consulting, Budget Preparations, Financial Guidance, etc. are at the direction of the Board based on desired levels of support and necessary activity levels.

Consultant McCue expressed appreciation for the last two years, noting the Cemetery has come a long way. The Board thanked Consultant McCue for his time during the transition and stated that the contract will be minimized due to staff filling the role. GM Bonner reminded the Board that Consultant McCue currently handles independent items requested by the auditor that must be handled separate from staff.

Motion: Coronel – Motion for three (3) month transition period and issue RFP for ongoing services
Second: Rios

A recess was called at 8:38 a.m.

The meeting resumed at 8:40 a.m.

Trustee Underwood arrived at 8:42 a.m.

Vice-Chair Vossler noted she is not in favor of going to RFP at this time as she is concerned about losing historical data with Consultant McCue, and asked GM Bonner for his recommendation. GM Bonner noted that despite the essential services Consultant McCue provides, training still needs to be acquired by Financial Analyst Winder on the governmental accounting side and suggested reducing the contract to \$60,000 this year and going to RFP the following year for the essential services required by the auditor. GM Bonner noted the suggested RFP for essential accounting functions is anticipated to be approximately \$20,000 to \$30,000 per year. Board discussion ensued and a new amended motion was agreed to and introduced.

Motion: Vossler – Approve budget of \$60,000 with staff instructed to RFP for essential accounting functions in February with transition no later than end of contract
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood, Rios
Abstain: None
No: None
Absent: None
Motion passed.

2.6 Headstone Placement Rights

Policy clearly defining the rights of a property owner to determine headstone placement

Staff Report Recommendations: Staff recommends language into the current policy that clearly states the owner of the lot has controlling interest in the memorial placement. Further, staff recommends modifying or removing any language that is ambiguous to that outcome. An amended policy proposal is attached as Exhibit C.

GM Bonner reviewed staff report; noting there are next of kin and memorial site control concerns that are not documented that will be brought to the Board soon. Vice-Chair Vossler questioned if the owner of the lot doesn't want to pay for the headstone, what happens? GM Bonner stated the owner can grant permission to another. Board discussion ensued.

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

2.7 2023-2024 Coachella Valley Public Cemetery District Operating and Capital Budget Consideration of operating and capital budget for upcoming fiscal year

Staff Report Recommendations: Staff recommends that the Board review, discuss, and adopt the 2023-2024 budget as presented.

Staff recommends the board approve moving a total of \$1,650,080 from the general fund into the capital fund to cover future capital expense projections for 2024 through 2033. This will reflect available and allocated balances more accurately within our financial portfolio and allow our investment managers to better plan the timing of future investment maturity.

GM Bonner presented the annual budget adoption for the 2023/2024 budget that was presented at the May planning session and staff recommendations for transferring investment funds. GM Bonner noted that merit and COLA increase figures were not included with the staff figures in the budget, so a spreadsheet showing percentage increases were provided to the Board to determine if they wanted to approve those figures to be added to the 2023/2024 budget. GM Bonner clarified that the 5% merit increase is at the General Manager's discretion, however he needs the budget to do so. GM Bonner would like the Board to consider a 2%-3% COLA increase for staff. Trustee Coronel questioned if we had year-over-year budget increases for the past five years? GM Bonner stated that we do not currently have this information, as prior to the 2022/2023 budget, most expenses were put into Administrative Expense and not allocated to the accounts we now utilize. Trustee Coronel commented that the budget has continued to improve each year. Board discussion ensued.

Trustee Coronel stated he will be voting no on this item, as he does not feel he has sufficient information to approve the budget at this time.

Motion: Vossler – Approval of budget according to staff recommendation
Second: Underwood
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: Coronel
Absent: None
Motion passed.

Motion: Underwood – Approve 5% merit-based increase to staff be added to budget
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: Coronel
Absent: None
Motion passed.

Trustee Coronel stated he voted no as he felt the Board should not be involved with voting on this matter. Vice-Chair Vossler noted that this was brought to the Board as a budget issue, and GM Bonner clarified this is for budget purposes only, which the Board has control over.

Counsel Campos verified a COLA increase is within the Board's discretion to determine. GM Bonner reminded the Board that they are under no obligation to do so, and Consultant McCue clarified that a COLA increase is a permanent update to the pay metrics. The GM shared information on inflation.

Motion: Vossler – Approve 3% COLA increase to metrics
Second: Rios
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: Coronel
Absent: None
Motion passed.

Trustee Coronel left the meeting at 9:50 a.m.

3. INFORMATIONAL ITEMS

3.1 Public Cemetery Charges CAPC price list survey comparison

GM Bonner reviewed presented analysis that was requested at the May planning session and noted that overall CVPCD is lower than most public cemetery districts, and lower than neighboring cemeteries even after our price increase. Trustee Rios stated he has received many positive comments about our Cemetery. Chair Rosales noted that CVPCD is currently the only Cemetery locally that allows for multiple interments into a single lot, giving families more value for their purchase.

3.2 Public Review Assessment Comparison of District online reviews

GM Bonner reviewed staff report, noting that the comparisons were done at a District level. CVPCD is responsive on Google and Yelp within 72 hours. The Board thanked GM Bonner for managing this.

3.3 Workers' Compensation and Property/Liability Insurance Comparison SDRMA rate analysis versus a comparable carrier

GM Bonner reviewed comparison between our current provider, Special District Risk Management Authority (SDRMA) and Golden State Risk Management Authority (GSRMA), noting that the difference in cost was significant but that a portion of the cost differences are based on credits for longevity with our current provider.

4. TRUSTEE/GENERAL MANAGER COMMENTS:

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales stated that phasing the pricing increase out over two years wasn't taken lightly and was done with the public in mind. Chair Rosales and Trustee Coronel attended the Memorial Day event, and he felt it was fantastic; the flyover was well received and the CVHS choir participation was appreciated. He spoke and encouraged all in attendance to participate in the future and bring their families. Chair Rosales will be

attending the first state meeting for CAPC in Ventura, and GM Bonner commented that Chair Rosales was asked to write a feature article for their magazine next month.

Vice-Chair Vossler had no comments.

Trustee Underwood thanked GM Bonner for putting a map of the District boundaries up in the Board room. He attended CSDA Legislative Days and noted that GM Bonner set up multiple meetings with legislative reps while they were there. Trustee Underwood attended Palm Desert State of the City. He commented that the Memorial Day celebration was very well done, and he was happy to see involvement with VFW, cities, and the community. He noted it is good to focus on the future but it's also good to focus on today and that was reflected with some of the votes at this meeting. Trustee Underwood stated we have a good staff and workforce, and GM Bonner is always trying to do better.

Trustee Rios stated that we have a tremendous staff which people have come to expect of us, and it shows as they continue to provide great reviews. Trustee Rios commented that we are here to serve the public.

4.2 General Manager Report

GM Bonner highlighted pieces of the report, noting the vacant lot across from the Cemetery addressed their dust control issue. Staff was tasked with progressively developing the Memorial Day ceremony and they did that this year with the program, the flyover and providing donuts and water; which were appreciated by the public in attendance. He thanked the media for their coverage before, during, and after the Memorial Day ceremony. GM Bonner mentioned there was an issue with the memorial flags for placement on Veteran's graves this year, as the VFW did not provide them as anticipated. CVPCD had 500 flags on hand and GM Bonner suggested purchasing an additional 500 flags to keep 1,000 in stock so that CVPCD can provide them in the future. GM Bonner stated the Columbarium roofing project was completed; however, he shared pictures of the electrical issues that need to be addressed, as well as a recommendation from the contractor regarding the design of the wood beams for updating them to protect them from the elements. GM Bonner announced that Special District Leadership Foundation awarded CVPCD with the District of Distinction award and he credited the Board for the work they have done. GM Bonner noted that there are only 41 special districts that carry the District of Distinction, and of those, only 3 are cemeteries.

A recess was called at 10:19 a.m.

The meeting resumed at 10:29 a.m.

Adjourned to closed session at 10:29 a.m.

5. CLOSED SESSION ITEMS:

5.1 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

The Board reconvened from closed session at 10:38 a.m. and Counsel Campos reported: Received direction, no action taken.

6. ADJOURNMENT

Meeting was adjourned at 10:38 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, July 14, 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, July 14, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, July 14, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, July 10, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:02 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Matt McCue, Consultant *(via Zoom)*

Glenn Miller, Southwest Landscape and Maintenance

Jason Jackson, Southwest Landscape and Maintenance

Malachai Ramos, Southwest Landscape and Maintenance

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

ADDITIONS TO THE AGENDA

GM Bonner requested that an item be added to Informational Items. The item will be number 4.6 Heat Illness Prevention. Counsel Campos confirmed that it meets the requirements for addition.

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

1. PRESENTATIONS

- 1.1 Presentation by Southwest Landscape & Maintenance
General update on landscape management and emerging turf issues

Glenn Miller, Partner at Southwest Landscape & Maintenance, presented concerns and issues, noting lack of proper preventative maintenance over the years has resulted in an overabundance of blow sand and thatch and stated that to fix these issues we will need to go backwards to go forward. Proposed twice a year aeration and spraying nut grass to stop growth which will cause the area to turn yellow and die. Recommended a maintenance and fertilization schedule along with quick couplers to be put in for smaller areas to be watered. Miller commented that while this is a costly process, a nice aesthetic will be achieved as a result.

2. CONSENT CALENDAR

- 2.1 Trustee Minutes
 - a. Regular Board Meeting – June 2, 2023
- 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
- 2.3 Audit Engagement Letter
 - Agreement with David Farnsworth, CPA to perform annual audit for year ending June 30, 2023

Staff Report Recommendations: Staff recommends that the Board approve the Audit Engagement Letter with David Farnsworth, CPA attached as Exhibit A.

- 2.4 Agreement for Cleaning and Janitorial Services
 - Contract for cleaning services with Deluxe Cleaning and Janitorial Services

Staff Report Recommendations: Staff recommends that the Board approve the contract, attached as Exhibit A, with Deluxe Cleaning and Janitorial Services in the amount of \$23,400 annually, and adjust the annual

budget line “6283 · Cleaning Services” to \$25,000 annually to cover the new agreement and any additional cleaning services that may be required (such as window and carpet cleaning).

2.5 Tree Maintenance Contract Extension
Extension of services with Kirkpatrick Landscape for arbor services

Staff Report Recommendations: Staff recommends approving the contract extension with Kirkpatrick Landscaping Services, Inc. for tree maintenance services for a period of one year at a contracted rate of \$54,837.00.

GM Bonner requested to pull Item 2.2 Financials to review.

Motion: Underwood – Move to approve without Item 2.2 Finance and Administration
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

GM Bonner reviewed the budget movements that were made under \$10k at year end and noted overall, without Capital Expenditures, the District ended with a healthy balance, and we achieved a positive balanced budget for the 2022/2023 Fiscal Year.

Motion: Vossler – Approve Item 2.2 Finance and Administration
Second: Rios
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

3. ACTION ITEMS

3.1 Special District Risk Management Authority Board Election
Consideration of participation in the SDRMA Board Election

GM Bonner reviewed that this item was brought back from June meeting where Trustee Underwood was tasked with researching candidates to provide a recommendation to the Board. Trustee Underwood contacted all candidates and recommended voting for Acquanetta Warren, Robert Swan, and Sandy Seifert-Raffelson. Board thanked Trustee Underwood for undertaking this task.

Motion: Rios – Consider recommendation from Trustee Underwood
Second: Underwood
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None

Absent: Coroneel
Motion passed.

3.2 Countywide Oversight Board Election Ballot
Consideration of participation in the Riverside County Oversight Board Election

GM Bonner reviewed Countywide Oversight Board Election and noted vote is due today. Trustee Underwood contacted all candidates and recommended Russ Martin.

Motion: Underwood – Nominate Russ Martin
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coroneel
Motion passed.

3.3 CSDA Board of Directors Election Seat C - Southern Network
Consideration of participation in the CSDA Board vote

GM Bonner reviewed CSDA Board of Directors Election Seat C – Southern Network electronic ballot is due today. Trustee Underwood contacted all candidates and recommended Al Nederhood.

Motion: Rios – Support recommendation for Al Nederhood
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coroneel
Motion passed.

A recess was called at 8:58 a.m.
The meeting resumed at 9:04 a.m.

4. INFORMATIONAL ITEMS

4.1 Seven Year Budget Trend
Review of recent District financial year ends

GM Bonner noted this item was requested by Trustee Coroneel at the June meeting and reviewed report as presented. GM Bonner stated he does not believe we need to slow spending as the budget is healthy and we are not in, or approaching, a negative budget scenario. Chair Rosales noted that the goal is for the Cemetery to exist after the last lot is sold, Trustee Rios commented he has not heard anything negative and stated we are on the right track and Vice-Chair Vossler thanked GM Bonner for the report.

4.2 General Rules and Regulations Amendment Consideration of policy variances for major events

GM Bonner reviewed staff report as presented regarding policy of coolers not allowed on District grounds with variances occurring on Dia de los Muertos, Mother's Day and Father's Day due to parking limitations where access to vehicles may not be practical. Currently under review by legal and GM Bonner requested direction for staff. Chair Rosales requested GM Bonner look at other Cemeteries on how they handle these things. GM Bonner and legal counsel will prepare a memo for review and approval.

4.3 Cemetery Emergency Closing Procedures Draft proposal to direct emergency closing of cemetery

GM Bonner presented procedures for Board to review that will be brought back in August for approval. Trustee Underwood questioned if high heat should be included in this policy and referenced heat related deaths throughout the country. GM Bonner stated the challenge is that we would have to use an adopted government heat warning and the Coachella Valley during summertime is in a constant state of heat warning. Trustee Rios questioned how you would specify a heat warning? GM Bonner stated the best approach may be to find ways to mitigate the heat as best we can, as we have been doing. GM Bonner noted this policy has been written with families in mind as we do not want to inconvenience them. The policy is written with GM discretion to override weather warnings as they do not always take place as reported. Trustee Rios voiced his support of this.

4.4 Updates to Investment Policy Investment Management Firm Recommended Updates to Investment Policy

GM Bonner reviewed changes recommended by Chandler Asset Management and will bring a Resolution next month to bring our policy up to date with current laws.

4.5 Options to Finance 2023/2024 Capital Expenditures Cost and options for funding

GM Bonner presented staff report, noting it is within GM spending authority. With a long-term capital spending plan in place, staff can work with our financial investment on maturity dates to make sure investment funds are available. Prior to this year we did not have a long-term capital spending plan in place, and we are most likely going to need to access funds before they mature for upcoming capital spending. GM Bonner asked Consultant McCue to do an analysis of financing options versus early investment withdrawals and Consultant McCue projected \$13k or less in losses, stating that early withdrawal is the most cost-effective option. GM Bonner wanted to notify the Board in advance so they would be aware should they see the losses in future investment reports. Trustee Rios thanked GM Bonner for being so transparent.

4.6 Heat Illness Prevention

GM Bonner noted this item was requested by Chair Rosales and reviewed that a memo is sent annually to employees, and they receive heat illness awareness training annually by Guillermo De La Torre and Jason Wilberts, who are both certified safety specialists. The specialists are on a heat alert warning system that alerts them to heat dangers. During excessive heat periods, the maintenance department has morning meetings to discuss workflow and potential issues, and work hours are adjusted so they work from 5:00 a.m.

to 1:30 p.m. to avoid working during the hottest times of the day. OSHA standards create the policy we follow. Maintenance crews are aided by vehicle access to easily traverse District grounds with minimal exertion, and the District supplies all employees working outside with water and sports drinks. GM Bonner noted that we have had zero cases of heat illness reported amongst District employees. For visitors, the summertime schedule starts earlier, we provide shade structures, hand fans with our logo, and a pop-up tent over the lowering kit. For the last service of the day, we provide a second shade structure. We will also soon be providing the option of an industrial size fan and low noise generator should families request to have some wind circulation. Chair Rosales stated he was impressed with the speed of the response to this request by GM Bonner.

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

Chair Rosales attended California Association of Public Cemeteries (CAPC) Board meeting in Ventura where green burials and mausoleums for public cemeteries were discussed. Green burials are challenging due to water quality issues, which bring up concerns with decomposition and chemicals used for embalming, and public perception. Mausoleums are above ground burials and can be costly to build, which creates an affordability issue with a public cemetery. Chair Rosales thanked Trustee Underwood for his time in researching the candidates and thanked the Board for working well together, and thanked GM Bonner, Clerk, Counsel and Consultant for their work.

Vice-Chair Vossler stated over the last four months her family has lost a couple of loved ones which has resulted in her becoming a good customer of the Cemetery. She noted that working with the staff, specifically Donna, Marlene, and Guillermo, has been great and she is grateful for their professionalism and knowledge.

Trustee Underwood attended SDRMA meeting online while researching candidates and attended the Greater Coachella Valley Chamber of Commerce Installation Dinner where DAP health had a section on green burials in their magazine and knows it is being presented at CAPC seminar, so it may be something we should consider. Trustee Underwood noted he would like us to focus on better long-term financial planning.

Trustee Rios questioned what happened to Avenue 52 on the other side of the road? GM Bonner stated he is unsure if it is being maintained and noted that once road work is completed, we can beautify the front areas around our easement.

5.2 General Manager Report

GM Bonner stated the District can be proud of its ongoing efforts to honor Veterans and noted we now have another option with our website which will show if they are a Veteran, their theater of service, and the branch they represented, if it was provided to us. We are working through VFW and Veteran groups to obtain uniform pictures to add to the site as well. GM Bonner commended Guillermo De La Torre who saw his stolen Kawasaki Mule while driving down the street and was able to recover it with assistance from the Sheriff's Department. Unfortunately, a lot of damage was sustained to the vehicle, and it will need to be salvaged. Pond dredging is not needed for approximately 5 years, which will be a savings of \$29k towards capital budget. Marlene Navarro-Lupian accepted the District of Distinction award at a recent conference. GM Bonner provided special recognition to Guillermo De La Torre, Jason Wilberts and Manuel Santana who assisted with CPR until first responders arrived on scene for an individual in need on our grounds whose vitals had stopped. The final outcome of the incident is unknown, but GM Bonner wanted to thank the Board for

providing employee training and resources they need to do their job in the best possible way. Office remodel action item will be coming soon due to being over budget for front desk ADA compliance build.

Adjourned to closed session at 9:56 a.m.

6. CLOSED SESSION ITEMS

- 6.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 10 Acres of Land at the South-East Corner of 82926 52nd Ave., Coachella, CA 92236
Agency Negotiator: General Manager and General Counsel
Negotiating Parties: Congregation Kohanim Immitzvas Hamoadim, Inc.
Under negotiation: Price and Terms

The Board reconvened from closed session at 10:07 a.m. and Counsel Campos reported: received direction and authority on Closed Session item 6.1.

GM Bonner presented a road packet for RFP that will be posted in Desert Sun, noting we are looking forward to bids and wanted to thank Craig at Best Best & Krieger for his work.

7. ADJOURNMENT

Meeting was adjourned at 10:09 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, August 11, 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, August 11, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, August 11, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, August 7, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

Trustees absent:

Marcos Coronel, Trustee

John Rios, Trustee (Excused, Board action Underwood/Vossler, 3-0)

Additional participants:

Josh Bonner, General Manager *(via Zoom)*

Sherry Winder, Finance Analyst/Clerk of the Board

Oscar Verdugo, General Counsel

Matt McCue, Consultant *(via Zoom)*

Additional participants for public comment:

Brad Anderson – Rancho Mirage, CA

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

Brad Anderson of Rancho Mirage spoke to the Board regarding the rate increase, noting that it was sad to see, commenting that public cemeteries should not make, or lose, money but we also have the endowment for future maintenance. He noticed we had the vector district coming in to treat fire ants later this month and recommended speaking with them to check the areas where the fire ants are detected because if we know where the mounds are we can do year-round treatments. Mr. Anderson noted that Palm Springs

Cemetery has a new policy requiring a face mask when in office and their remote link does not work, so he has been unable to join in on their meetings and he cannot address the issues and concluded it may reflect badly on all cemetery districts when he is done. He noted it is inexcusable since he is the only person from the public that joins their meetings, so it feels intentional.

Chair Rosales thanked Mr. Anderson for his comments and noted he is always welcome. He stated that he could not reflect on Palm Springs Cemetery but encouraged Mr. Anderson to reach out to GM Bonner via email regarding his concerns with the fire ant treatments. Chair Rosales stated the cost increase was done after exhaustive fee studies were completed to ensure that we can maintain the Cemetery in perpetuity, and that costs had not significantly increased in years; noting that even with our rate increase, our costs are still the lowest in our area. Vice-Chair Vossler asked if Mr. Anderson wrote to Palm Springs Cemetery, would they read it into their minutes? He stated he has done this but is not allowed to join the meetings, which he feels is wrong.

ADDITIONS TO THE AGENDA

None

1. CONSENT CALENDAR

- 1.1 Trustee Minutes
 - a. Regular Board Meeting – July 14, 2023
- 1.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed
 - b. Investment Report
 - c. Budget to Actual
- 1.3 Capital Improvement Project Overrun Authorization
 - Spending in excess of General Manager authority for ADA considerations

Staff Report Recommendations: Staff recommends that the Board retroactively approve the total project cost of \$16,150.

- 1.4 Flower Water Stations
 - Installation of watering stations for flowers at cemetery

Staff Report Recommendations: The proposed spending thresholds are within the authority of the General Manager and the project may be funded under an existing Capital Project. The General Manager is bringing the project to the Board out of deference to the fact that the establishment of watering stations would represent a significant change to current cemetery operations, and potentially run contrary to mitigation guidance offered by the Coachella Valley Mosquito and Vector Control District. As such, the Board may wish to weigh in on their implementation.

Without objections, staff are recommending approval of the project as presented.

- 1.5 Utilize Request for Proposal Process for Dump Truck Procurement

Authorization to use alternate procurement method

Staff Report Recommendations: Staff recommends the Board authorize the use of the Request for Proposal method of procurement for the purchase of a new Dump Truck.

1.6 Decommission of District Equipment 2019 Kawasaki MULE and John Deere Gator TX

Staff Report Recommendations: Staff recommends the Board decommission the 2019 Kawasaki MULE Serial Number: JKIAFEJ12KB504347 and the John Deere Gator TX Serial Number: W04X2XD011349.

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

2. ACTION ITEMS

2.1 Consumer Agreement to Purchase Property and Financing Terms Consideration of current terms and conditions of contract

Staff Report Recommendations: Staff recommends the Board give direction to staff to work with legal counsel on alternate contract terms and return with proposals at the September Board meeting. Further, the Board may wish to temporarily suspend the application of all late fees and default proceedings until the Board has additional time to consider the current agreement and any possible changes they may wish to implement.

GM Bonner reviewed concerns that were brought to the attention of the Board, specifically regarding late fees, and asked for permission and direction from the Board to work with legal counsel and come back to the Board in September with some ideas on how to improve the contract. The Board may want to consider temporary suspension enforcement of late fees until they can consider contract language and alternate language that will be proposed. Chair Rosales thanked GM Bonner for handling this as he has been fielding comments from the public regarding late fees. Trustee Underwood questioned how many comments have been received, as we want to be public friendly and stated that we haven't lost anything and he is in favor of temporary suspension of late fees, noting that he is grateful staff is enforcing the rules. Chair Rosales responded that he has received approximately seven comments over the last couple of months. Vice Chair Vossler noted that the public does have a responsibility to pay and would like to look into this.

Motion: Underwood – Move to temporarily suspend late fees pending review
Second: Vossler
Yes: Rosales, Vossler, Underwood
Abstain: None

No: None
Absent: Coronel, Rios
Motion passed.

2.2 Resolution #124, Updates to Investment Policy Recommended changes to Investment Policy

Staff Report Recommendations: Staff recommends that the Board of Trustees adopt Resolution No. 124, updating the Coachella Valley Public Cemetery District Investment Policy.

GM Bonner explained due to legislative changes at the State level, Chandler Asset Management recommended the proposed changes, which were then reviewed by Best, Best and Krieger who confirmed the updates and gave direction to adopt a Resolution as that was how it was originally adopted.

Motion: Underwood – Adopt Resolution No. 124, updating the CVPCD Policy as it reflects what changes the state legislature has recommended for investment
Second: Vossler
Yes: Rosales, Vossler, Underwood
Abstain: None
No: None
Absent: Coronel, Rios
Motion passed.

3. TRUSTEE/GENERAL MANAGER COMMENTS

3.1 Trustee Comments and Event/Function Report Out

Chair Rosales visits the Cemetery often and has open communication with staff, GM and public, which is how the discussion came up regarding late fees; he noted that staff was doing their jobs. Will be attending California Public Association of Cemeteries (CAPC) seminar and area meeting in October, and he attended the recent CAPC area meeting in Ventura, noting we are always engaged and available if needed.

Vice Chair Vossler has recently spent time at the Cemetery getting her deceased family members settled and noted that staff continues to do a great job. She will be attending the upcoming All Valley Mayors & Tribal Chairpersons Luncheon and the La Quinta State of the City. She stated that it is our job to educate the public about what we do at our Cemetery. Vice Chair Vossler thanked GM Bonner for his GM report.

Trustee Underwood brought a Green Burial article from the DAP magazine and asked for copies to be electronically distributed to Trustees. He attended a meeting with the Association of Fundraising Professionals, an online LAFCO meeting and a California Special Districts Association course. Trustee Underwood requested results of the SDRMA election when received. He will be attending the CSDA Annual Conference in Monterey, where GM Bonner will be presenting a class and mentioned the article written by GM Bonner for the CSDA magazine. GM Bonner noted the presentation is regarding our Dia de los Muertos event and will be sure to mention that we had the first Dia de los Muertos event in the Coachella Valley. Trustee Underwood stated Chair Rosales is a great public face for the Cemetery and he appreciates his open and welcoming approach as we want to hear from the public that we serve.

3.2 General Manager Report

GM Bonner thanked Trustee Underwood for his comments regarding our involvement with CSDA. He was happy to see that a Spanish language media market picked up our recent press release. Advised Trustees that due to the light agenda this month, next month will be a full agenda, which will include repair and long-term care of memorial items. The road repair RFP package will be published for invitation to bid within the next month.

4. ADJOURNMENT

Meeting was adjourned at 8:32 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, September 8, 2023

8:00 a.m.

Coachella Valley Public Cemetery District Executive Office

82847 Avenue 52

Coachella, CA 92236

Respectfully Submitted,

Sherry Winder

Clerk of the Board

Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, September 8, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, September 8, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, September 4, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:02 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

John Rios, Trustee

Additional participants:

Josh Bonner, General Manager

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

GM Bonner requested an addition of Item 2.7, Request for Support of ACA13 be added to the agenda, noting that communication was received from California Association of Public Cemeteries and California Special District Association regarding this item.

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

1. CONSENT CALENDAR

- 1.1 Trustee Minutes
 - a. Regular Board Meeting – August 11, 2023
- 1.2 Finance and Administration
 - a. Investment Report
- 1.3 Dump Truck Purchase
 - Approval to purchase new dump truck
- 1.4 Decommission
 - Backhoe 2003
 - New Holland LB75

GM Bonner noted that 1.2 Finance and Administration is incomplete due to a recent issue with QuickBooks, noting that the remainder of the financial reports will be presented at the next meeting. Trustee Coronel requested that the Call to Order for Trustee Absences on the Minutes notate Excused and Not Excused, for consistency purposes.

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

2. ACTION ITEMS

- 2.1 General Rules and Regulations Amendment
 - Temporary suspension of established policies for major events

GM Bonner reviewed the staff report regarding policy variances for special events, such as Dia de los Muertos where extended closing times, coolers and full grave decorations have been allowed. GM Bonner proposed bringing variances to the Board for review to grant an exception prior to each special event. Per Board direction, GM Bonner will provide a variance list at the next meeting. No action taken.

2.2 Cemetery Emergency Closing Procedures

Emergency closing policy for inclement weather and dangers to the public

Staff Report Recommendations: Staff recommends the Board adopt the policy, “Inclement Weather and Emergency Closing Policy”.

GM Bonner reviewed the staff report and how it would be applied. Board discussion ensued. GM Bonner stated we have a high level of self-sufficiency with our on-site equipment and ability to do cleanup. This policy is for action when a storm or other hazardous event is occurring, noting it was recently necessary to close the Cemetery early due to Hurricane Hilary. Trustee Coronel requested more formal communication with the Board and an after-action report as to why the closure happened. GM Bonner noted that details would be in his GM report.

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

2.3 Consumer Agreement to Purchase Property and Financing Terms

Terms and agreement changes to pre-need purchase contract

Staff Report Recommendations: Staff recommends the Board adopt the Agreement changes proposed and direct staff to work with legal counsel to produce a contract that meets the terms as described.

Staff recommends retroactively canceling any and all late fees currently pending on customer accounts.

GM Bonner reviewed the changes to the contract and provided background on them. Board discussion ensued. GM Bonner clarified that fees are not being altered, just the way they are collected.

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

2.4 Resolution Adopting Tickets And Passes Distribution Policy

Conforming with regulations set forth by the Fair Political Practices Commission

Staff Report Recommendations: It is recommended that the Board adopt Resolution No. 125 adopting the District Tickets and Passes Distribution Policy that conforms with Regulation 18944.1 and other Fair Political Practices Commission (“FPPC”) Regulations.

GM Bonner reviewed the staff report and Counsel Campos noted this is a common policy for tickets received from outside agencies that are then reported by the District on Form 802, rather than by individuals on Form 700 annually.

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

2.5 Master Plan Proposal 10-Year Master Plan Consulting Proposal

GM Bonner reviewed that Board gave staff direction to issue the RFP for a Master Plan proposal, which was issued and circulated for general review as well as direct solicited to six firms. One response was received. GM Bonner noted if we want to maintain our current plan, we may not have a need for a Master Plan at this time. However, if we want to tear down and build new buildings, we would likely need a Master Plan. Board discussion ensued. Board recommendation is to move this item to next month and have a vendor presentation made. No action taken.

2.6 LAFCO Review Questionnaire Review of questionnaire and strategic discussion

GM Bonner reviewed the staff report, noting the LAFCO review request was received on August 11, 2023, with a due date of September 22, 2023. GM Bonner noted that the District of Distinction and Transparency Certificate processes provided most of the information needed to draft a response for the questionnaire. Board discussion ensued. Board expressed the desire for a Special Session to be scheduled. The Board attempted to schedule the special meeting in session themselves but encountered multiple scheduling conflicts and instead opted to direct staff to ask LAFCO for an extension and then schedule the meeting. No action taken.

2.7 Request for Support of ACA 13

Staff Report Recommendations: Support ACA 13 with Exhibit B as drafted.

GM Bonner reviewed the staff report as presented. Board discussion ensued.

Motion: Rosales – Move to support
Second: Vossler
Yes: Rosales, Vossler, Coronel, Underwood, Rios
Abstain: None
No: None

Absent: None
Motion passed.

3. INFORMATIONAL ITEMS

- 3.1 Employee Education Tuition Reimbursement Program
Future agenda item, consideration of employee education reimbursement program

GM Bonner reviewed that this item was requested by the Board at the May planning session to prepare a program for review with legal counsel. Trustee Coronel requested we model our program after the County's program, which ties to UCR's fee schedule, as he was concerned about the generous amount of the proposal. GM Bonner noted amendments would be appropriate to bring next month when it is an action item and reminded Board this item is informational only.

- 3.2 Vendor Requirements
Future agenda item, consideration of vendor insurance and liability release requirements

GM Bonner reviewed that the Board gave direction for staff to investigate liability waivers for vendors conducting business on District property. A waiver is attached for review for action at the next Board meeting.

- 3.3 Dia de los Muertos Event
Planning and procurement report for upcoming DDLM event

GM Bonner provided an update to the Board noting permit plans have all been submitted and we are on schedule. Trustee Coronel suggested reaching out to Azteca dancers in addition to Folklorico dancers.

- 3.4 Pre-Need Financial Reports
Pre-Need fund reports and budgeting for Board evaluation

GM Bonner noted this is an informational item regarding pre-sale of goods and services as deferred revenue. Funds have not been broken out on the financial reporting, for ease of viewing to show what has been committed to future expenses. Consultant McCue noted all information is accounted for and disclosed in the audit; this is just a recommendation of a visual change for how the Board would prefer to see the information. Board discussion ensued. GM Bonner will work with staff to provide more reporting views for the Board of all Pre-Need revenue and Pre-Need interest earned.

4. TRUSTEE/GENERAL MANAGER COMMENTS

- 4.1 Trustee Comments and Event/Function Report Out

Chair Rosales noted he stays engaged and wants to commend the staff. Respectful and constructive feedback between all is good and thanked everyone.

Vice Chair Vossler attended the All Valley Mayor & Tribal Chair Luncheon.

Trustee Coronel noted he would like the absence excuse policy to be brought back for discussion. Trustee Coronel stated he has been receiving complaints regarding the landscaping and asked for talking points due to the grass being overgrown and headstone trimming overflowing. Chair Rosales stated the landscaping is improving and that recent rainstorms may be the cause of excessive growth, Vice Chair Vossler noted Southwest Landscape mentioned in their presentation that it was going to get worse before it got better, and GM Bonner referred Trustee Coronel to the GM Report for additional talking points regarding the landscaping. Trustee Coronel questioned whether both restrooms are open to the public during the weekends, to which GM Bonner responded that they are. Trustee Coronel will be sending GM Bonner some course suggestions that he feels could be beneficial for staff and will be submitting American Society of Public Administration and Government Finance Officers Association invoices as part of his trustee expenses. Trustee Coronel attended an emergency storm coordination call for Hurricane Hilary and is planning on attending a County meeting for emergency management on the 19th. He is planning on writing an article to CSDA magazine and questioned what the policy was on representing the District, noting he was going to write it either way. GM Bonner stated that per the policy previously provided, he can personally submit the article, just not on behalf of the District. Trustee Coronel commented that Trustee stipends have not been raised in recent years. Requested a copy of the strategic plan as he missed the meeting and would also like a binder and electronic file of all policies and procedures and would like to have a discussion of Trustee roles and responsibilities as a future agenda item. Noted he had previously recommended software to make agendas and minutes searchable on our website, to which GM Bonner stated it would need to be added to the May agenda due to the budget impact. Would like to have quarterly budget adjustment discussions for the Board. Questioned whether CalPERS PEPPRA 1% increase for employees has been implemented, to which Finance Analyst Winder stated it was effective as of July 1st.

Trustee Underwood attended the California Special Districts Association Annual Conference, where he attended GM Bonner's class, and sessions on A.I. and investments. He is glad to see a change in pre-need reporting being discussed. Attended All Valley Mayor and Tribal Chair Luncheon, noting we need to stay involved with other entities. Stated we have a long way to go financially, with needing to prepare the land and recommended investing in tools to look at financial modeling.

Trustee Rios is pleased with the District. He's received comments on District looking better, noting we are doing a good job.

GM Bonner reviewed the GM Report, noting that the fall/winter turf process has begun and browning in grass will be seen. Would like to consider a one-week period to restrict memorial items being placed to help cut down on foot traffic to avoid damage during germination; public notice would be required. The road paving bid came in at \$1.49 million with only one bid received. Would like a special session to discuss now that we have a fixed cost as he believes we may be able to access some Federal or State funding. Columbarium cleaning was completed, and signage will be placed soon regarding tape on niches, adding that columbarium vase options will be added to the next agenda. GM Bonner issued a kind reminder to please be respectful during meetings due to side conversations making it difficult to hear and the necessity during government meetings to preserve proper decorum.

5. ADJOURNMENT

Meeting was adjourned at 10:36 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, October 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.

Coachella Valley Public Cemetery District

Special Trustee Meeting Minutes

Monday, October 2, 2023

7:30 a.m.

A special 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 Monday, October 2, 2023, at 7:30 a.m.

Public Notices were posted by the Clerk of the Board on Wednesday, September 27, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 7:30 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Marcos Coronel, Trustee (Excused)

Additional participants:

Josh Bonner, General Manager

Donna Ayala, Clerk of the Board (Acting)

Carlos Campos, General Counsel

Matt McCue, Consultant *(via Zoom)*

David Turner, Coachella Valley Engineers

Toni Steffan, Coachella Valley Engineers

Brad Donais, Coachella Valley Engineers

Jaime Rojas, Rojas Communications Group *(via Zoom)*

Jayson Braude, Rojas Communications Group

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None

1. PRESENTATIONS

- 1.1 Presentation by David Turner
CV Engineers summary report on Pavement Rehabilitation Project RFQ

GM Bonner introduced CV Engineers to review the response to the RFQ for the Pavement Rehabilitation Project, which resulted in only one bid being reviewed. David Turner reviewed subsequent discussions with bidder regarding adjustments that can reduce bid from approximately \$1.5 million to approximately \$1.3 million.

- 1.2 Presentation by Jaime Rojas and Jayson Braude
Information on alternate funding opportunities for road rehabilitation

GM Bonner introduced Rojas Communication Group and noted that Trustee Underwood made the connection with them at the recent California Special Districts Association Annual Meeting. Jayson Braude reviewed that there are Federal and State grants, or funds available for special projects. Rojas Communications Group tells the story of the public agency to the legislators to help present the needs for their consideration to earmark funds for the projects they can support.

2. ACTION ITEMS

- 2.1 Pavement Rehabilitation Project
Results of RFQ and options to move forward

Staff Report Recommendations: Due to several factors, which staff believe include the recent flood and an abundance of active road projects throughout the valley, we only received one bid on this project. As such, we question the competitive nature of the process and whether we truly received the lowest possible quote. It may be within the ability of the District or our Engineering consultant to negotiate a better price, which should be pursued. However, notwithstanding a material change in the final quote, staff does not believe it is wise to move ahead as quoted and would recommend reengaging the process again post-flood cleanup or pursuing supplemental funding options to reduce the overall cost.

GM Bonner reviewed the staff report and commented that funding options, while available, are not ideal due to the timing of receiving the funds when the need is immediate. GM Bonner does not recommend accepting the bid due to this and suggests waiting three to six months before bidding again. Consultant McCue concurred and noted that interest rates to borrow funds currently are not ideal. Board discussion ensued. Direction given to staff: bid again in three to six months, allowing more time for bid responses, and removing optional items that increased the original bid cost.

Motion:	Vossler – Re-bid in three to six months with direction provided by Board
Second:	Rios
Yes:	Rosales, Vossler, Underwood, Rios
Abstain:	None
No:	None
Absent:	Coronel

Motion passed.

2.2 Local Agency Formation Commission Review Questionnaire
Review of questionnaire and strategic discussion

GM Bonner reviewed that the questionnaire was received on August 11, 2023, and is an information document to do an overall assessment of District operations. The questionnaire is being brought to the Board to offer feedback, or direction to staff. Board discussion ensued.

Motion: Vossler – Accept report as presented, send to CV Strategies for minor cleanup & submit
Second: Underwood
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

3. TRUSTEE/GENERAL MANAGER COMMENTS

3.1 Trustee Comments and Event/Function Report Out

Chair Rosales thanked staff for their hard work in preparing for the meeting. Will be attending the California Association of Public Cemeteries Annual Education Seminar & Area Meeting in Sacramento, where he is happy to represent.

Trustee Underwood attended the La Quinta State of the City, where they reviewed their Master Plan. Met with GM Bonner and Rojas Communications Group to review funding options available for strategic planning. Trustee Underwood will be in Vancouver during the next Board Meeting, and requested his absence be excused.

4. ADJOURNMENT

Meeting was adjourned at 8:31 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, October 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.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, October 13, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, October 13, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, October 9, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Marcos Coronel, Trustee

Bruce Underwood, Trustee

John Rios, Trustee

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Richard Cook, LEES+Associates *(via Zoom)*

Stewart MacMillan, LEES+Associates *(via Zoom)*

Josh Bernsen, LEES+Associates *(via Zoom)*

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

Mia Corral Brown, Chandler Asset Management, Inc. *(via Zoom)*

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

Public comment was received from Brad Anderson via email and was read aloud by Chair Rosales.

ADDITIONS TO THE AGENDA

None

1. PRESENTATIONS

1.1 Presentation by LEES+Associates

Presentation on master plan proposal and related scope of work

GM Bonner reviewed this presentation was at the request of the Board at the September meeting. Josh Bernsen and Stewart MacMillan presented the benefits of the Master Plan and Richard Cook outlined the revenue program and financial projections for future phases.

1.2 Presentation by Chandler Asset Management

Review of District investment strategy and results

Alaynè Sampson and Mia Corral Brown presented the bi-annual review for the period ending August 31, 2023. GM Bonner requested Alaynè Sampson discuss longer term investments and she explained the current 5-year maximum investment policy, noting the option to exceed it through a Resolution and mentioned that this might include allowing the sale of securities, depending on the District's approach. GM Bonner clarified that the Investment Policy does not consider the Endowment Care Fund, to which Mia Corral Brown suggested considering long-term options since the funds are meant to be untouched. Alaynè Sampson inquired about the Endowment Interest account and its designated use to which GM Bonner noted this will be added to the November agenda.

2. CONSENT CALENDAR

2.1 Trustee Minutes

- a. Regular Board Meeting – September 8, 2023
- b. Special Board Meeting – October 2, 2023

2.2 Finance and Administration

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

2.3 Request for Temporary Policy Variances

Temporary adjustment and or suspension to District policy to accommodate event activity

2.4 Preferred Vendor Request

Consideration of preferred vendor approvals

Clerk Winder stated that although Trustee Coronel's absence from the October 2, 2023, special meeting was verbally noted as excused, a formal vote to excuse the absence was not taken and is now required.

Motion:	Vossler – Move to excuse Trustee Coronel's absence from October 2, 2023, meeting
Second:	Rios

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

Trustee Coronel offered the following clarification for his Trustee Comments made during the September 8, 2023, meeting. Add the phrases "if I'm in compliance with policy" to his inquiry into writing a CSDA article and "if there is interest from the Board to increase it" to his mention that the Board hasn't received a raise in pay in recent years.

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

3. ACTION ITEMS

3.1 Vendor Requirements

Consideration of liability and insurance requirements for vendors performing work at District

GM Bonner reviewed this item was initially discussed during the May planning session, which concerned vendors providing services on District property, particularly those involved in additional services during events like horse and carriage rides or dove releases. Board discussion ensued.

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

3.2 Quarterly Budget Review

Review and adjustment to annual budget

GM Bonner stated that Consultant McCue was unable to attend the meeting and summarized the points Consultant McCue had prepared, noting the request for an adjustment to 7903.7 was being rescinded due to additional negotiations which should bring the costs for wiring within the anticipated budget.

GM Bonner also discussed a budget adjustment request for 7903.5, which is needed due to an increase in the cost of the lowering device. This would be the third such device purchased. Trustee Rios questioned the necessity of this purchase and GM Bonner explained that having a third lowering device would enhance operational efficiency and safety as it would eliminate the need to transfer equipment at midday, allowing for complete setup in the morning before opening.

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

3.3 Master Plan Proposal 10-Year Master Plan consulting proposal

GM Bonner presented the staff report, emphasizing the importance of undertaking a Master Plan process for the District. Board discussion ensued.

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

3.4 Employee Education Tuition Reimbursement Program Policy proposal

GM Bonner reviewed staff report and opened for Board discussion noting this was a request from Trustee Coronel and Trustee Underwood. Board discussion ensued. Trustee Coronel suggested \$2,500 per employee within GM discretion and an amount above that would need to come to the Board. GM Bonner stated that is in line with what we are currently offering, and reminded the Board they have the same option available to them with their training budget.

Motion: Underwood – Accept as presented
Second: Coronel
Yes: Underwood
Abstain: None
No: Rosales, Vossler, Coronel, Rios
Absent: None
Motion did not pass.

Recess called at 9:48 a.m.
Resumed at 9:51 a.m.

4. INFORMATIONAL ITEMS

4.1 Review of Meeting Scheduling and General Operations

Review of process for special meeting scheduling and operations

GM Bonner provided a staff report as requested by a Trustee, emphasizing the importance of specific requests from Trustees to assist staff. He reminded the Board that the May planning session is where the year's scope of work is reviewed. Trustee Coronel expressed gratitude to GM Bonner for including this item on the agenda. Board discussion ensued. Trustee Coronel explained that he doesn't frequently check his District email and prefers texts for urgent matters. GM Bonner stated that he's hesitant to have staff utilize individual communication preferences, noting email is the District's established mode of communication to Trustees. He emphasized the importance of Trustees checking email regularly and attending meetings. Chair Rosales noted that they go out of their way to ensure everyone is accommodated.

4.2 Dia de los Muertos Update

Review of upcoming event

GM Bonner provided an update on the Dia de los Muertos (DDLMM) event, noting that the County approval process was smoother this year, and he sent a letter of appreciation to the County acknowledging this. Additional restroom facilities will be placed at the front of the Cemetery, along with handwashing stations. All restrooms are ADA compliant. The stage remains in the same location, with an ADA lift in the back. Additional parking has been arranged, and the grounds have been leveled. Twelve extra light towers will be installed to improve visibility around the perimeter. Tops'N'Barricades is handling the traffic plan outside the Cemetery, and an Emergency Disaster Plan is in place. Security will address any instances of alcohol, and individuals found with it will be asked to leave. The entertainment lineup includes a screening of the movie "Coco" on November 1st from 5-7 p.m. There will also be main stage entertainment with Folkloric and Azteca dancers. Water, bags, and bread will be distributed to families.

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

Chair Rosales provided a summary of his attendance at the CAPC Area Meeting. He found it to be highly informative and encouraged everyone to consider attending the next meeting in March, which will be held in San Diego. The meeting covered legislative updates and reviewed the Brown Act, with interesting questions raised during the discussion. Practices related to interment and disinterment were also on the agenda. One of the major topics discussed was the growing popularity of the DDLMM event in many cemeteries. Additionally, the conversation touched on green burials in public cemeteries in California, which involves considerations of water quality, local reception, and funeral home requirements. The trustee expressed the belief that it might be some time before public cemeteries transition to green burials due to these requirements. The trustee conveyed gratitude for the support and guidance provided by legal counsel, especially after hearing about issues faced by other cemeteries.

Vice-Chair Vossler expressed anticipation for DDLM on November 2nd, mentioning that she would be volunteering during the day. GM Bonner noted that this year, there will be a prerecorded message in both English and Spanish for the phone system to assist with customer inquiries.

Trustee Coronel expressed a desire to have formal discussions about creating a foundation. In the next budget quarterly report, Trustee Coronel requested to include a discussion on the Trustee training budget. He also mentioned running into a staff member from Assemblymember Wallis' office, who expressed interest in discussing roads and improvements. Trustee Coronel attended the COD listening sessions as an individual and voiced concerns about special districts finding staff. He emphasized the need for community engagement to educate on more than just hospitality. He noted that CalPERS open enrollment is currently underway. Trustee Coronel reported that he attended a webinar on Workplace Investigations and will forward the information to the Board. He attended the La Quinta State of the City event and will be present at the Community Investment Awards by Lift to Rise at The Living Desert.

Trustee Underwood had the opportunity to attend an Economic Development Meeting where they discussed long-term planning for the next 50 years and emphasized the importance of forward-thinking. He also had a chance to meet with two individuals who presented on lobbying for the district.

Trustee Rios expressed his appreciation for the presentations that were given.

5.2 General Manager Report

GM Bonner presented an issue to the Board regarding a customer who purchased a lot that was inadvertently resold by the District. When the customer was made aware, they requested a refund of the lot cost and endowment care. GM Bonner speculated that due to the actions of the District, her contract would have been invalidated; while cautioning that this situation sets a precedent should any similar cases arise in the future. Counsel Campos and GM Bonner confirmed that he has the authority to issue a refund.

GM Bonner noted the addition of an extra data point in the GM report, which will show available plots and niches. Additionally, he mentioned that a funeral home survey was conducted, but the results were not as positive as expected. GM Bonner believes that sending the survey to generic 'info@' emails may have contributed to the issue. Efforts are being made to schedule informational meetings with all funeral homes to gather feedback and improve customer service.

Chair Rosales asked about requiring upfront endowment payments to which GM Bonner noted he had reviewed the policy and confirmed it was a misunderstanding and it should be a total of 10% of the contract amount, which is being corrected. This item will be discussed further in the November meeting.

GM Bonner noted per request of funeral homes, an item will be added to the May planning session regarding opening one Saturday a month for services. Due to fee planning, this will be addressed as a Board item.

GM Bonner reminded the Board that Trustees who attend events as representatives of the District to please sit at the District designated table.

6. ADJOURNMENT

Meeting was adjourned at 10:58 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, November 17, 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.

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, November 17, 2023
8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, November 17, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, November 13, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair
Judy Vossler, Vice-Chair
Marcos Coronel, Trustee
Bruce Underwood, Trustee
John Rios, Trustee

Additional participants:

Josh Bonner, General Manager (*via Zoom*)
Sherry Winder, Finance Analyst/Clerk of the Board
Carlos Campos, General Counsel
Matt McCue, Consultant (*via Zoom*)
Carmel Romero, American Legion Post 739, Indio
Alayne Sampson, Chandler Asset Management, Inc. (*via Zoom*)

Additional participants for public comment:

Beverly Barousse – Indio, CA

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

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

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

ADDITIONS TO THE AGENDA

None

1. PRESENTATIONS

1.1 Presentation by Carmel Romero

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

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

1.2 Presentation by Joshua Bonner

Presentation of new "What to Expect" video series

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

2. CONSENT CALENDAR

2.1 Trustee Minutes

Regular Board Meeting – October 13, 2023

2.2 Finance and Administration

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

2.3 District Document Disposal

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

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

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

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

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

Box #	Name	Date
Box 3	Form 700	2009, 2010, 2011

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

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

Second: Rios

Yes: Rosales, Vossler, Coronel, Underwood, Rios

Abstain: None

No: None

Absent: None

Motion passed.

3. ACTION ITEMS

3.1 Investment Policy

Restrictions on investment maturity periods

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

1. Permit sales.

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

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

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

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

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

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

Second: Vossler

Yes: Rosales, Vossler, Coronel, Underwood, Rios

Abstain: None

No: None
Absent: None
Motion passed.

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

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

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

3.3 Niche Flower Cup Holders Consideration of product proposal and pricing

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

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

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

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

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

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

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

3.5 Annual CAPC Awards Nominations for 2024

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

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

Board expressed approval of General Manager Nomination as presented.

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

3.6 Trustee Training and Travel Increase Budget for 2023-2024

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

No action taken.

4. INFORMATIONAL ITEMS

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

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

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

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

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

4.3 Creation of District Foundation Create foundation to support District activities

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

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

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

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

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

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

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

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

5.2 General Manager Report

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

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

6. CLOSED SESSION ITEMS

6.1 CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Carlos Campos, General Counsel

Unrepresented Employee: Josh Bonner, General Manager

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

7. ADJOURNMENT

Meeting was adjourned at 10:22 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, December 8, 2023

8:00 a.m.

Coachella Valley Public Cemetery District Executive Office

82847 Avenue 52

Coachella, CA 92236

Respectfully Submitted,

Sherry Winder

Clerk of the Board

Approved: _____ BOD Mtg.

Coachella Valley Public Cemetery District

Board of Trustees Meeting Minutes

Friday, December 8, 2023

8:00 a.m.

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Executive Office, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, December 8, 2023, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, December 4, 2023, at the following locations:

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

CALL TO ORDER, ROLL CALL

Chair Ernesto Rosales called the meeting to order at 8:01 a.m., those in attendance were as follows:

Trustees present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Bruce Underwood, Trustee

John Rios, Trustee

Trustees absent:

Marcos Coronel, Trustee (Excused, Board action Vossler/Underwood, 4-0)

Additional participants:

Josh Bonner, General Manager

Sherry Winder, Finance Analyst/Clerk of the Board

Carlos Campos, General Counsel

Enda Rodriguez, Administrative Assistant

Additional participants for public comment:

None

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

Public comments were received from Delia Banda via walk-in at Admin Office, and Suzanne Porter & Wayne Moretti of Homeward Bound via email. Both were read aloud by Chair Rosales. GM Bonner commented we have also had concern expressed by a Funeral Home regarding the Liability Waiver.

ADDITIONS TO THE AGENDA

GM Bonner presented the LAFCO Sphere of Influence Amendment to the City of Coachella notice that was received after the agenda was sent out, with a response deadline of January 3, 2024. Should the Board wish to discuss this notice, it can be added as Item #2.6.

Motion: Underwood – Add Item 2.6
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

1. CONSENT CALENDAR

1.1 Trustee Minutes

a. Regular Board Meeting – November 17, 2023

1.2 Finance and Administration

a. Approval of Expenditures – Checks and ACH transactions as detailed November 2023

b. Investment Report

c. Budget to Actual November EOM

1.3 Amendment to Landscape Agreement Amendment to contract to address previously omitted operational procedures

Staff Report Recommendation: Staff recommends the Board approve the contract amendment as presented.

1.4 Preferred Vendor List Addition of three vendor designations to preferred

Staff Report Recommendation: Staff recommends the Board adopt the preferred vendors as stated.

1.5 Coachella Valley Economic Partnership Investment Invest at the Entrepreneur level

Staff Report Recommendation: Per Board direction, staff recommends authorizing a \$5,000.00 “Entrepreneur” level investment to CVEP. Staff further recommends the Board authorize an additional \$5,000.00 be added to the 2023-2024 budget under line item 6168 “Memberships” to cover the expenditure.

1.6 Request for Proposal Procurement Method Request Utilize RFP process for procurement of District tractor(s)

Staff Report Recommendation: Staff recommends the Board authorize the use of the Request for Proposal method of procurement for the purchase of a new Light Duty (1) and Medium Duty (1) Tractor.

Motion: Vossler – Approve consent calendar
Second: Rios

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

2. ACTION ITEMS

2.1 Election of Board Officers

Election of Chairperson and Vice Chairperson/Secretary for the 2024 calendar year

Staff Report Recommendation: Staff recommends the Board nominate and select officers to serve in the capacity of Chairperson and Vice Chairperson/Secretary as required by District bylaws.

GM Bonner reviewed per bylaws it is required to annually elect a Chairperson and Vice Chairperson/Secretary. The current year positions are held by Ernesto Rosales as Chairperson and Judy Vossler as Vice Chairperson/Secretary. GM Bonner thanked them both for their service in 2023.

Motion: Underwood – Nominate Rosales as Chair and Vossler as Vice Chair/Secretary
Second: Rios
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

2.2 Amendment to Employee Handbook

Adjustment to Employee Handbook to comply with CA Senate Bill 616

Staff Report Recommendation: Adopt the requisite changes to the District's sick leave policy in order to comply with the change in law. Staff, in consultation with general counsel, recommends the Employee Handbook Section 8.5 "PAID AND UNPAID LEAVES OF ABSENCE" be modified and replaced with Attachment B.

GM Bonner reviewed this item is due to a State mandated sick time change requiring an adjustment to the employee handbook as our current accrual method will not align with state requirements beginning January 1, 2024. The District will be moving to a front-loaded method, with time earned and carryover max allowance remaining the same.

Motion: Rios – Make requested changes to employee handbook
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

2.3 Resolution 126 to Amend Cafeteria Plan

Allowance for additional voluntary supplemental insurance

Staff Report Recommendation: Staff recommends approval of Resolution 126 attached as Exhibit B, and adoption of Amendment 1 to the Cafeteria Plan attached as Exhibit C.

GM Bonner reviewed this item is being brought back from the May planning session in Resolution form per the Board approving an adjustment to the Cafeteria Plan policy which allowed funds to be used towards supplemental insurance policies, currently offered through Colonial Life.

Motion: Rios – Approve Resolution 126
Second: Underwood
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

2.4 Resolution 127 to Amend Investment Policy

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

Staff Report Recommendation: Staff recommends that the Board of Trustees adopt Resolution No. 127, updating the Coachella Valley Public Cemetery District Investment Policy.

GM Bonner reviewed this item is being brought back from the November meeting in Resolution form per the Board approving an amendment to the Investment Policy which allows for the sale of securities prior to maturity, and for the maximum maturities for the Endowment Fund to be increased to 10 years.

Motion: Underwood – Approve Resolution 127
Second: Rios
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

2.5 Customer Relationship Management Database Cleanup

Request for additional resources to audit and clean existing CRM data

Staff Report Recommendation: Staff recommends the Board authorize the hiring of a PTE for the specific purpose of this project. The project timeline for this hire would be 18 months, January 1, 2024, to July 1, 2025. It is possible the project could take fewer hours, or additional hours, depending on the pace of work and volume of errors that require correcting. The project can be reevaluated at the completion date, or scheduled end of the project, whichever comes first.

GM Bonner reviewed when the current CRM was adopted, its effectiveness relied on the accurate input of data, which did not happen due to a host of issues. Due to this, errors have been made, with an extreme case example of a lot being sold when it was already occupied, as the CRM system showed it was available. This project is necessary to reduce the error rate, and to free up staff time currently spent on cross-referencing paper records. Enda Rodriguez, Administrative Assistant, has been working on this project for the past few months and has found a 12% error rate in the files that she has reviewed to date. GM Bonner

recommends hiring a project manager as a temporary employee for 18 months with no benefits, to be a dedicated person cleaning up the CRM, focusing on the newer sections, rather than the Cemetery as a whole. At an average of 5 minutes per record, and with approximately 28,000 records, this project will be long term, potentially two to three years. Chair Rosales stated Cemetery recordkeeping is fundamental. GM Bonner noted a budget adjustment would be needed at approximately \$12,000.00 for the 23/24 fiscal year, with a potential project total anticipated cost of \$30,000.00 over 18 months. Board discussion ensued.

Motion: Rios – Approve recommendation from GM Bonner to create a Project Manager position for 18 months, with a \$12,000.00 budget adjustment for 23/24 fiscal year
Second: Vossler
Yes: Rosales, Vossler, Underwood, Rios
Abstain: None
No: None
Absent: Coronel
Motion passed.

2.6 LAFCO Sphere of Influence Amendment to the City of Coachella

GM Bonner reviewed a LAFCO notice was received pertaining to a Sphere of Influence adjustment to the City of Coachella, noting this does not have any operational impact on the District. The Board reviewed and determined they will take no action.

3. INFORMATIONAL ITEMS

3.1 Lost and Found Policy

Review of current policy and proposed additions or changes

GM Bonner noted this item is returned from previous public comment. District does not have a current Lost and Found policy; general procedure is to hold for one year and if not claimed, item is discarded. GM Bonner cautioned the Board that items of value are intentionally left on memorials frequently, stating a formal policy could inadvertently create the potential for unauthorized transfer of ownership. Counsel Campos noted civil code allows for turning lost items over to the Sheriff's Department. Board discussion ensued. Board recommendation is to continue with current procedure, leaving this to staff discretion. Staff will work with legal to determine best disposal method of items turned in and not claimed. No further action needed.

3.2 Headstone Setting Policy

Allowing single headstone to be placed between two interment sites

GM Bonner reviewed requests have been received from the public for a companion headstone to be offset in the middle of two adjacent lots, citing the issue with the current policy wording, which uses "plot" or "niche" in the singular form. GM Bonner recommended that any update to the policy accommodate the potential of the intention changing after the fact, where a family may want to sell back one of the two lots after placing a headstone. Board discussion ensued. Trustees questioned the fee for removal and reset of a headstone, which was reported at \$526 currently. Board would like to have this return as an action item.

4. TRUSTEE/GENERAL MANAGER COMMENTS

4.1 Trustee Comments and Event/Function Report Out

Chair Rosales wished everyone Happy Holidays and thanked staff and legal for their hard work.

Vice Chair Vossler expressed her appreciation for the GM report, minutes, and public announcements sent via email.

Trustee Underwood appreciates the General Manager and staff's work behind the scenes. Cemetery is looking good, and he is looking forward to the 10-year Master Plan which will allow the District to explore a Foundation, if needed.

Trustee Rios stated he is pleased with Cemetery operations and staff.

4.2 General Manager Report

GM Bonner stated he had a concern from the November board meeting that has been passed along to Chair and Legal Counsel; if it needs to be explored, it can be added as a Closed Session item at a future meeting. Informed the Board that an upcoming LAFCO election has been announced and information will be presented once the formal call for nominations is received. GM Bonner informed the Board that a modification to the security schedule was made to shift one guard from the weekend patrol to weekdays to help with services, which have increased in attendance. Kudos to staff for utilizing the resources that the Board has given them with employee training and education. There is a new data point being collected and reported in the GM report for walk-ins each day. Chair Rosales requested additional breakdown in the GM Report for properties available, showing Pre-Need and At Need services each month; GM Bonner will provide that along with the number of new Pre-Need contracts per month. January 1, 2024, there is a zero emissions mandate that will affect our fleet and could impact the District in the future; will consult with legal. Trustee photos are available to be booked on location at Kaminsky studios at the Board's convenience. GM Bonner invited the Board to attend the End of Year celebration to be held at Jackalope on Wednesday, December 13th at 3:00 p.m.

5. ADJOURNMENT

Meeting was adjourned at 9:08 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Friday, January 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: _____ BOD Mtg.