

Coachella Valley Public Cemetery District
Trustee Meeting
Friday, June 14, 2024
8:00 a.m.

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (“District”) will take place at 82847 Avenue 52, Coachella, CA 92236.

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to Info@cypcd.org. Transmittal **prior** to the start of the meeting is required.
- Any correspondence received will be distributed to the Board of Trustees.
- You may also provide telephonic public comments by calling the District Cemetery Office at **(760) 398-3221** and leaving a voicemail by **no later than 4:00 p.m. on Thursday, June 13, 2024.**
- Correspondence and voicemails received will be retained for the official record.
- Public comments are limited to three (3) minutes.

CALL TO ORDER:

Chair Rosales: _____

Vice Chair Vossler: _____

Trustee Coronel: _____

Trustee Underwood: _____

Trustee Rios: _____

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: The Coachella Valley Public Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. All persons wishing to speak must inform the clerk in advance of the start of the meeting. Public comments are limited to three minutes per speaker.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.

ADDITIONS TO THE AGENDA: Government Code section 54954.5(b)(2) provides “upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)”

AGENDA

1. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.
 - 1.1 Trustee Minutes
 - a. Special Board Meeting – May 17, 2024
 - b. Special Board Meeting – May 24, 2024
 - 1.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed May 2024
 - b. Investment Report
 - c. Budget to Actual May EOM
 - 1.3 Vendor Insurance Requirement Adjustment
Adjustment to vendor liability language
2. **ACTION ITEMS:** Prior to action of the Trustees, any member of the audience will have the opportunity to address the Trustees on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.
 - 2.1 Upright Headstone Study
Results of upright headstone review and required action
 - 2.2 2024-2025 Budget
Consideration of the 2024-2025 District Operating and Capital Budget
 - 2.3 Final 2023-2024 Budget Adjustments
Adjustments to current year fiscal budget
 - 2.4 Contract Modification Requests for Accounting Services
Eide Bailly request for contract changes
3. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Trustees for their information.
 - 3.1 Dia de los Muertos Event Modifications
Potential changes to promotional items and stage presentations
 - 3.2 Dia de los Muertos Sponsorships
Possible sponsorship opportunities to offset event expenses

- 3.3 Creation of District Foundation
 - A nonprofit entity to support the work of the District
- 3.4 District Award Nomination Process
 - Criteria for submitting an award nomination for Board approval
- 3.5 Pension Funding Policy
 - District policy on pension and OPEB funding
- 3.6 Public Tours
 - Establishment of regular public District tours
- 3.7 Travel and Reimbursement Policy
 - Review of lodging and meals sections
- 3.8 Wreaths Across America Program
 - Possible District participation in the program
- 3.9 Adjustment to District Rules and Regulations
 - Policy addressing the opening of caskets on District property
- 3.10 Memorial Item Weight Limit
 - Consideration of weight restrictions for memorial items
- 3.11 Cafeteria Plan Adjustment
 - Review of District contributions to health care
- 3.12 Adjustment to Procurement Policy
 - Consideration of Minor Contract and General Manager spending thresholds
- 3.13 Disposition of Flower Easels
 - Charge for transfer and storage of flower easels
- 3.14 Capital Management 10 Year Plan
 - Discussion of changes to 10-Year projected capital spend
- 3.15 Mission Statement
 - Review of current Mission Statement
- 3.16 Interment Vault Price Increase
 - Notice of Price Increase from Vendor
- 3.17 Audit Update
 - Update on current audit cycle progress and status

4. **TRUSTEE/GENERAL MANAGER COMMENTS:** Trustees and the General Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees consideration, among other things.

4.1 Trustee Comments and Event/Function Report Out

4.2 General Manager Report

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

5.1 Public Employee Performance Evaluation

Title: General Manager

6. **ADJOURNMENT**

Any person with a disability who requires accommodations in order to participate in the meeting should telephone District Cemetery Office at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place on Monday, June 10, 2024.

Sherry Winder, Clerk of the Board