

Coachella Valley Public Cemetery District

Special Trustee Meeting Minutes

Friday, May 17, 2024

8:00 a.m.

A special meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at Best Best & Krieger, LLP, located at 74760 Hwy. 111, Suite 100, Indian Wells, CA 92210 on Friday, May 17, 2024, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, May 13, 2024, 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 Hwy. 111, Suite 100, Indian Wells, CA 92210

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

Trustees absent:

John Rios, Trustee (Excused, Board action Underwood/Vossler, 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 Comment was received from Carmen Quinones via phone call and was distributed to the Board of Trustees.

GM Bonner noted due to time constraints, Informational Items, Agenda Items 4.1-4.15, will be deferred to June Meeting.

1. PRESENTATIONS

1.1 Presentation by Joshua Bonner

2023-2024 District Annual Report and Review of Key Data

GM Bonner reviewed Key Data reports from 2023-2024, noting that business is doing well from a financial standpoint.

1.2 Presentation by Sherry Winder & Joshua Bonner

2024-2025 Proposed District Budget

GM Bonner stated that Budget books were provided to all Trustees for their review and it will be discussed at June meeting.

2. CONSENT CALENDAR

2.1 Trustee Minutes

a. Regular Board Meeting – April 12, 2024

2.2 Finance and Administration

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

2.3 Administration Building Roof Repair

Routine maintenance as approved in the 2023-2024 Capital Budget

Staff Report Recommendation: *Staff recommends authorizing the General Manager to proceed with the work as quoted.*

2.4 Vehicle Decommission

Ford 350 Dump Truck

Staff Report Recommendation: *Staff recommends authorizing the General Manager to proceed with disposition as presented.*

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

3. ACTION ITEMS

3.1 Recommended Tree Removal

Remove diseased and compromised trees on property

Staff Report Recommendation: *Staff recommends the Board direct the removal and replacement of the trees as recommended by the Contractor.*

GM Bonner reviewed that trees are inspected annually by our contracted arborist, based on best practice recommendations from Insurance. Staff provided pictures along with the Tree Health Report showing the vendor recommendations to remove five diseased trees, all of which are mature. Chair Rosales questioned if dead parts can be removed rather than the entire tree, to which GM Bonner responded he will ask the vendor. Board discussion ensued.

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

3.2 Establishment of Fee Study and Compensation Study Cycles

Proposed cycles for completion of studies

Staff Report Recommendation: *Staff recommends performing a fee study every two (2) years. Staff recommends performing a Classification and Compensation Study every three (3) years. The policy for this could be adopted as part of the District's Governance Policy. Sample language is attached as Exhibit A of this document.*

GM Bonner reviewed staff recommendation. Trustee Coronel requested each study be moved up by one year. GM Bonner advised that moving the Classification and Compensation Study to four years may increase the likelihood of COLA discussions being brought to the Board. Board discussion ensued.

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

3.3 Public Restroom Service Modification

Expansion of cleaning schedule and installation of hand blowers

Staff Report Recommendation: *Staff recommends increasing service for the public restrooms to seven days a week. Staff further recommends installing hand blowing stations and eliminating the use of paper towels.*

GM Bonner reviewed staff report, noting that paper towels are being flushed, which is causing issues. Recommendation is to remove paper towels and install air dryers, as well as increasing janitorial services to daily cleaning for restrooms.

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

3.4 Resolution Adopting 2024-2025 Board of Trustees Meeting Schedule Proposed
 Board meeting schedule for July 2024 through June 2025

Staff Report Recommendation: *Staff recommends the Board adopt the schedule as presented.*

GM Bonner reviewed per Bylaws; the Board meeting schedule must be adopted via Resolution annually.

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

3.5 Accounting Services Contract
 Adoption of service contract for accounting and financial oversight services

Staff Report Recommendation: *Staff recommends adopting the recommendations of the RFP committee.*

GM Bonner reviewed the Board had requested a RFP for scaled down contract functions be prepared. Five responses were received, four of which met the qualifications. GM Bonner shared the RFP Committee selected Eide Bailly, with a bid of \$30,000, noting they work with special districts and are actively involved with CSDA.

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

3.6 Palm Tree Grove
 Long term strategy for existing palm tree grove

Staff Report Recommendation: *Staff recommends the Board authorizes the General Manager to dispose of the trees “in the best interest of the District”, offering a timeline by which they would like to see the work*

accomplished. Once staff has this direction, they can return to the Board with an operational plan to accomplish the work.

GM Bonner reviewed that staff needs direction on the palm tree grove as maintenance is required if the District is keeping the trees. Removal or burial of trees were alternative suggestions offered for consideration. Board discussion ensued.

Motion: Coronel – Authorize GM Bonner to dispose of palm trees, with monthly updates
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood
Abstain: None
No: None
Absent: Rios
Motion passed.

3.7 LAFCO Vote

Vote for LAFCO Commission Easter Riverside County

Staff Report Recommendation: Staff is neutral on this subject.

GM Bonner reviewed the LAFCO runoff election procedure, noting that Trustee Underwood received the most votes on the initial ballot, however, one District vote was cast incorrectly and did not count, which resulted in this runoff election. Board discussion ensued.

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

All Informational Items, Agenda Items 4.1-4.15, are deferred to June Meeting

4. INFORMATIONAL ITEMS

4.1 Dia de los Muertos Event Modifications

Potential changes to promotional items and stage presentations

4.2 Dia de los Muertos Sponsorships

Possible sponsorship opportunities to offset event expenses

4.3 Creation of District Foundation

A nonprofit entity to support the work of the District

4.4 District Award Nomination Process

Criteria for submitting an award nomination for Board approval

- 4.5 Pension Funding Policy**
District policy on pension and OPEB funding
- 4.6 Public Tours**
Establishment of regular public District tours
- 4.7 Travel and Reimbursement Policy**
Review of lodging and meals sections
- 4.8 Wreaths Across America Program**
Possible District participation in the program
- 4.9 Adjustment to District Rules and Regulations**
Policy addressing the opening of caskets on District property
- 4.10 Memorial Item Weight Limit**
Consideration of weight restrictions for memorial items
- 4.11 Cafeteria Plan Adjustment**
Review of District contributions to health care
- 4.12 Adjustment to Procurement Policy**
Consideration of Minor Contract and General Manager spending thresholds
- 4.13 Disposition of Flower Easels**
Charge for transfer and storage of flower easels
- 4.14 Capital Management 10 Year Plan**
Discussion of changes to 10-Year projected capital spend
- 4.15 Mission Statement**
Review of current Mission Statement

5. TRUSTEE/GENERAL MANAGER COMMENTS

5.1 Trustee Comments and Event/Function Report Out

Chair Rosales has been busy; he can't make it to CSDA Legislative Days this year but will be going to Sacramento later this summer to meet with the lobbyists on behalf of the District's road repair project. He noted he is very proud of what is going on at the Cemetery. Chair Rosales came by the Cemetery on Mother's Day and handed out carnations to families. He received comments from the public that the Cemetery looked great.

Vice Chair Vossler has been out of town for a month and saw three Cemeteries on her travels in Croatia, Greece and Italy.

Trustee Coronel stated he received a call from someone interested in helping with a cell phone tower; he provided the information to GM Bonner. He noted that he hasn't received the information on the CSDA Legislative Days in Sacramento yet. Trustee Coronel commented that he appreciates the policy binder.

Trustee Underwood is going to attend CSDA Legislative Days in Sacramento this week. He received a comment noting that it takes a long time to get someone buried due to church, funeral home, and Cemetery schedules. GM Bonner stated the District's scheduling is currently three weeks out for interments, and Chair Rosales stated that is standard for the industry due to all the requirements.

5.2 General Manager Report

GM Bonner reviewed the report noting that the interment trend is up, appointment trend is significantly up, and Maintenance numbers are good. He reviewed that the Columbarium fountain pump failed and was replaced a year before anticipated. A main line burst recently, which raised concerns regarding fixing the main line before roads are done. GM Bonner updated that Congressman Calvert asked Congressman Ruiz to increase the ask for road construction funding from \$250,000 to the full amount, and he thanked everyone for the letters of support received. The District hosted the Palo Verde Cemetery General Manager and maintenance staff that came to see safety innovations. Trustee Underwood questioned if other cemeteries have come, to which GM Bonner responded that Temecula Valley would be visiting in the coming week. Trustee Coronel requested the Board be invited to these meet and greets. GM Bonner clarified that visiting cemeteries come mainly to watch the Maintenance Team do interments. GM Bonner stated he will notify the Board of future visits and Chair Rosales noted that it is important to not have more than two Trustees in attendance so that it does not qualify as a meeting.

Chair Rosales adjourned the meeting to closed session at 8:48 a.m.

6. CLOSED SESSION ITEMS

6.1 Public Employee Performance Evaluation

Title: General Manager

The Board reconvened from closed session at 8:56 a.m. and Counsel Campos reported: no reportable action.

7. ADJOURNMENT

Meeting adjourned at 8:58 a.m.

NEXT MEETING TIME, DATE AND LOCATION

Special Meeting
Friday, May 24, 2024
8:00 a.m.

Regular Board Meeting
Friday, June 14, 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: _____ BOT Mtg.