

Coachella Valley Public Cemetery District

Trustee Meeting
Saturday, May 3, 2025
8:00 a.m.

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District ("District") will take place at 74760 Highway 111, Indian Wells, CA 92210.

- 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 Friday, May 2, 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. **PRESENTATIONS:** Presentations are informational only. Items may be discussed, but no action can be taken.
 - 1.1 Presentation by Joshua Bonner
District Annual Report and Review of Key Data
 - 1.2 Presentation by Sherry Winder & Joshua Bonner
2025-2026 Proposed District Budget
 - 1.3 Presentation by Joshua Bonner
2025-2026 Capital Budget and 10-Year Capital Budget Outlook
2. **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.
 - 2.1 Trustee Minutes
 - a. Board Meeting – April 11, 2025
 - 2.2 Finance and Administration
 - a. Approval of Expenditures – Checks and ACH transactions as detailed April 2025
3. **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.
 - 3.1 Board Meeting Schedule for 2025-2026
Consider and recommend a Board meeting schedule for July 2025 through June 2026
 - 3.2 Annual Review of Committees
Dissolution or Renewal of Committees for 2025-2026
 - 3.3 Interment Guidelines for Smaller Plots
Establishing policy for ¼ and ½ lots
 - 3.4 Protest of Award – Tree and Brush Removal Services Contract
Review of protest received from award of contract
 - 3.5 Review and Direction for Endowment Interest
Designation for spend or investment of existing endowment care interest earned

3.6 Review of District's Pension Liabilities

Discuss possible investment to pay down projected debts

3.7 Accelerated Purchase of Capital Expenditures

Consideration of purchasing some capital items scheduled for 2025-2026 Budget now

3.8 Annual Adoption of Publicly Available Pay Schedule

Pursuant to CalPERS requirements and recommendations

3.9 Fraud Protection

Possible fraud protection steps to protect District

4. INFORMATIONAL ITEMS: Information items are non-action items presented to the Trustees for their information.

4.1 Projects and Action Items for 2025-2026

Review of staff scope of work for the upcoming fiscal year

4.2 Replacement of District Vehicles and the Advanced Clean Fleets Regulation

ACF and its impact on current and future District fleet

4.3 Dia de los Muertos Event Planning

Potential for additional event cost savings

4.4 Headstone Setting Fee Refund Eligibility

Proposal to amend refund eligibility

4.5 Memorial Day Flyover

Budget allocation and sponsorship consideration

4.6 Marketing Campaign to Promote Columbarium Niches

June marketing campaign to raise columbarium awareness to local market

4.7 Holiday Pay Eligibility for Part-Time Employees

Review of current eligibility criteria for holiday pay

4.8 Evaluation of Vacation Advance Election to Cash Out Policy Usage

Requested review of policy use

4.9 Online Service Scheduling Tool for Funeral Homes

Self-service options for scheduling

5. **COMMITTEE UPDATES:** Committee updates are non-action items presented to the Trustees for their information.

5.1 LAFCO MSR Ad Hoc Committee

6. **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.

6.1 Trustee Comments and Event/Function Report Out

7. **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).

7.1 Public Employee Performance Evaluation
Title: General Manager

8. **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 Tuesday, April 29, 2025.

Sherry Winder, Clerk of the Board