

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
August 6, 2021**

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201, on Friday, August 6, 2021 at 8:00 a.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting was also conducted via teleconference by Zoom. Meeting information posted was as follows: Meeting ID: 422 086 8660 Passcode: 1234

CALL TO ORDER, ROLL CALL

Chairman Ernesto Rosales called the meeting to order at 8:05 am, those in attendance were as follows:

Trustees Present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Trustees: Marcos Coronel, John Rios and Bruce Underwood

Directors Absent: None

Add'l Participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Kathryn Herrera, Clerk of the Board

Albert Maldonado, Best Best & Krieger

Add'l Participants via zoom:

Betsy Adams & Glen Lazof of Regional Government Services

David Farnsworth, CPA

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA:

Addition of Action Item 2.6 – Authorization for General Manager to Participate in CSUSB Management Certificate in PUBLIC Procurement Program

Motion: Vossler motioned to add the above listed item as Action Item 2.6

2nd: Rios

Yes: Rios, Rosales, Underwood, Vossler

No: None

Absent: Coronel, not present for this portion of the meeting

Abstain: None

****Motion carries to approve addition of Action Items 2.6****

CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION

- 1.1 TRUSTEE MINUTES
 - a. Regular Meeting - Friday July 9, 2021

- 1.2 Finance and Administration
 - a. Expenditures Check Nos. 25168-25253 totaling 203,071.96
50142-50145 totaling \$4,524.55
EFT Checks totaling \$33,016.70

 - b. Investment Report – June 2021

- 1.3 Adoption of Contract for Services Awarded to JNC Next for Website Design

- 1.4 Termination of Temporary Services for Deep Cleaning Related to the COVID-19 Pandemic

- 1.5 Recommendation for Termination of Coachella Valley Community Trust Lease Agreement

Motion: Vossler: Approve entire Consent Calendar, items 1.1-1.5 as presented
2ND: Rios
Discussion: Vossler had a procedural question regarding items 1.4 and 1.5 – Why do the items listed need to be brought forth for Trustee approval for termination. Legal Counsel advised that the contract was approved by Trustees acting as General Manager thus termination on contract will need to be approved in the same manner. In the future contracts will have verbiage to avoid this issue.

Yes: Rios, Rosales, Underwood, Vossler
No: None
Absent: Coronel, not present for this portion of the meeting
Abstain: None

****Motion carries to approve Consent Calendar****

ACTION ITEMS

- 2.1 Adopt the Fiscal Year 2021/2022 Budget
 - a. Recommended Approval of Final Budget for Fiscal Year 2021/2022
 - b. Recommend approval of Resolution No. 106 Adopting the Fiscal Year 2021/2022 Budget and Establishing Controls for the Various Funds
 - c. Recommend approval of District’s new Salary Schedule
- Motion: Vossler: Approve Action Item 2.1 as presented and adopt the 2021/2022 Fiscal Year Budget
2ND: Underwood
Discussion: Trustees thanked Glen Lazof and RGS for their hard work with the budget preparation. Trustees also thanked fellow trustee Coronel for all his work and persistency with this project.

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

**Motion carries to approve Action Items 2.1, a., b., c. **

2.2 Financial Statement Audit June 30, 2020

Approval of the annual financial statement audit for the fiscal year ended June 30, 2020 prepared by David Farnsworth.

Presentation by David Farnsworth is submitted and marked as attachment Exhibit 'A'

Motion: Rios

2ND: Underwood

Discussion: Questions from Trustees were related to vacation and compensated absences, proposed tax Exemptions and proper training of cemetery software. Trustees requested for record keeping purposes that the County has been notified that the buildings on cemetery property are no longer residential usage.

Trustees requested amendment to findings to read: Previous management/administration agrees with these findings although management has since changed. The purpose of this is to draw further distinction between current and past administration.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

Motion carries to approve Action Items 2.2

2.3 Resolution 109 Adopting Updated and Amended Bylaws

Adopt Resolution No. 109 A Resolution of the Board of Trustees of the Coachella Valley Public Cemetery District Adopting Comprehensive Updates and Amendments to the District Bylaws.

Motion: Vossler: Motion to approve revised Bylaws

2ND: Coronel

Discussion: BBK will make the final redline changes as per the document submitted.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

Motion carries to approve Action Items 2.3

2.4 Establishment of a Coachella Valley Public Cemetery District Foundation

Item will be tabled for the September 2021 Trustee Meeting.

2.5 Resolution Amending District's Purchasing & Contracting Policy And

Procedures Guide to Increase the General Manager's Purchasing Authority and Monetary Values in Bidding and Purchasing Methods and Amend Certain Related Sections for Consistency

Motion: Coronel: Amended Motion to approve Resolution 108 which will include change order verbiage as listed in in discussion below.

2ND: Vossler

Discussion: Item of record: Change Order Authorization should be listed that the General Manager has authority to approve change orders within 10% of contract award.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries to approve Action Items 2.5****

2.6 Authorization for General Manager to Participate in CSUSB Management Certificate in Public Procurement Program

Motion: Rios: Motion to approve educational expense for General Manager Bonner

2nd: Underwood

Discussion: Total cost of program with CSUSB for Management Certificate is \$4,228.75. Vossler requested clarification on the Trustee approval process for educational expenses and budgeted items.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion Carries to approve Action Items 2.6****

INFORMATIONAL ITEMS

- 3.1 Discussion of RESOLUTION NO. 107 Regarding Meeting Compensation and Occurrences Compensation Policies
 Legal advised trustees that there are three components to this discussion: meeting, occurrences and travel reimbursement. Legal recommends that the meeting and occurrences should be in an ordinance and travel reimbursement in its own separate resolution. Trustees discussed all components, provided opinions – items will be reviewed and re-presented by Best, Best and Krieger
- 3.2 Training and Information Session – Use of Base Camp
 Item postponed
- 3.3 Security Ad-hoc Committee
 Rosales: No updates to report
- 3.4 Information Technology Ad-Hoc Committee
 General Manager Bonner reported that contract AVIR is on track with work in administration building and IT Company, Southwest Networks, continue to work on the connection between the Cemetery Office and Administrative Building.
- 3.5 Office Operations Ad-Hoc Committee
 Coronel: No updates to report
- 3.6 FY Audit/Budget Ad-Hoc Committee
 No updates to report

3.7 Maintenance Operations
No updates to report

TRUSTEES COMMENTS/GENERAL MANAGER COMMENTS:

Underwood: Joe McKenzie, who was a past public commentator, was elected to the Board for California Special District Association, and LAFCO elections will soon be approaching.

Coronel: Requested that trustee meeting be limited to two hours and Microsoft Outlook invite should reflect the same.

Additional request is to consider moving Closed Session to the first part of trustee meetings.

General Manager Bonner: Advised Trustees of an update with the penalty payment to IRS presented in the previous Trustee Meeting was for failure to file W2 information 2014. The strategic board retreat meeting scheduled for September 2021 will take place thus extending time of the next scheduled Trustee meeting. Some of the investment accounts are due to mature soon and will need to RFP for investment strategy. Gate barricades will soon be installed and thanked Trustee Rios for assistance. GM Bonner would like to form a committee for Dia De Los Muertos, Trustees asked GM to reach out to chambers for participation. GM will also seek a new quote for security.

Meeting adjourned 10:02 a.m. Special Trustee Meeting called to order.

CLOSED SESSION ITEMS

5.1 THREAT OF LITIGATION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
FOUR (4) POTENTIAL CASES
54956.9 (d)(2)/(e)(1)

Closed Session adjourned; Open session reconvened.

Albert Maldonado, Legal Counsel with Best, Best and Krieger reported:

Due to an urgency item brought forth by General Manager Bonner in closed session pertaining to staffing, it had been demonstrated and determined that there was a need to reconvene to General Session to address issues as per California Government Code 54956.5

Motion: Coronel: Motion to reconvene regular session.

2nd: Rios

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

****Motion carries to approve and reconvene regular session meeting****

Motion: Coronel: Motion to reconsider item 2.1 Fiscal Year 2021/2022 and amend budget based on information received from GM pertaining to the three emergency staffing positions.

2nd: Rios
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
****Motion carries****

Motion: Coronel: Motion to add position classifications, accept salary schedule ranges and immediate hire of emergency positions.

2nd: Rios
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
****Motion carries****

Motion: Coronel: Motion to delegate authority to personnel committee (Vossler and Coronel) to approve job descriptions and ratify at next scheduled trustee meeting.

2nd: Underwood
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
****Motion carries****

Positions to be filled:

Customer Service Manager - Range 40 – approximately \$94,000.00
Customer Service Coordinator II – Range 37 - approximately \$88,000.00
Customer Service Coordinator I – Range 34 - approximately \$83,000.00
Total budget including Salaries and Benefits: \$265,000 to be added to the existing budget.

ADJOURNMENT

NEXT MEETING TIME, DATE AND LOCATION Next regular scheduled Trustee meeting is: September 3, 2021 8 a.m.
Location: to be determined

Respectfully Submitted,
Kathryn Herrera,
Clerk of the Board Coachella Valley Cemetery District
Approved: Oct. 15, 2021 BOD Mtg