

**Coachella Valley Public Cemetery District**  
**Special Meeting**  
**February 12, 2021**  
**8:00 AM**

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the District office, located at 82-925 Avenue 52, Coachella, CA 92236, on Friday, February 12, 2021 at 8:00 a.m.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Thursday February 11, 2021 by the Clerk of the Board.

**CALL TO ORDER, ROLL CALL**

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

Directors Present: Ernesto Rosales, Chair, Judy Vossler, Vice-Chair, Trustees Marcos Coronel, John Rios and Bruce Underwood

Directors Absent: None

Add'l Participants: Kathryn Herrera, Clerk of the Board and Carlos Campos, District Counsel with Best, Best & Kreiger, Rick Gallo, Accountant with Teaman, Ramirez LLC and David Farnsworth, CPA

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None to Report

**ADDITIONS TO THE AGENDA**

None

**CONSENT CALENDAR**

None

**TRUSTEES ACTION ITEMS**

**2.1 Financial Summary Rick Gallo – presentation attachment ‘A’**

Rick Gallo with Teaman, Ramirez and Smith were asked to provide a financial overview so the board can see how healthy the district is. Teaman, Ramirez and Smith has been in operation for over 19 years and has worked with our district for 10 years. Rick advised the Board of an issue he has experienced with the new Cemetery Software - Cemsites and has put in a ticket with the software company to resolve the issue.

The attachment of the presentation attached and marked ‘A’ shows the:

- cash and investment comparison for 1/2021 vs. 1/2020
- Net Income per Fiscal Year 1/2021 vs. 1/2020
- Revenue Comparison 1/2021 vs. 1/2020
- Top 5 Expenses per Fiscal Year

- Administrative and Outside Expenses by vendor 1/2021 vs. 1/2020
- A/R issue with Cemsites

A subcommittee consisting of Ernesto Rosales and Marcos Coronel has been formed to look into the issue with Cemsites, Cemetery Software reported by Rick Gallo and confirmed by the Auditor.

**2.2 Annual Fiscal Year Audit David Farnsworth**

David Farnsworth, CPA who was previously approved to perform the audit for the fiscal year end June 30, 2020; David reported he has been onsite at the District Office for the past week to start the audit and will be back to report to Trustees upon completion of the Audit. He too brought up the duplication issue with the new Cemetery Software which is huge risk however, Cemsites is a very robust software if utilized properly; Provide employees proper training. Farnsworth will provide Trustees with details and calculations as requested with regards to PTO. Time clock hours should be acknowledged. The audit report should be completed by

**2.3 2021 Budget Preparation Rick Gallo**

Budget preparation will be a joint effort; Coronel and Vossler have asked Rick Gallo of Teaman Ramirez and Smith to assist, the budget process will take approximately 1 month to complete. The budget form is required to be submitted to the County by June 15 in order to comply with County requirements.

Rick Judy and Marcos will work on budget the budget which will match Quick Books and the County Group schedule, Farnsworth requested the budget get imported into QuickBooks - Rick complied.

Trustees will work on the budget as the GM Position may not be filled in sufficient time to allow him/her to work on with sufficient time.

**2.4 Employee Vision/Dental Plans**

Based off the existing research the Board would also like an additional bid from Delta Dental. CalPERS insurance cost were provided to the board for review, the board would like to offer vision and dental benefits they are just exploring how to offer to the employees and annuitants.

Cafeteria plan has been explored at a cap of 1200.00, current resolution on file with CalPERS will be effective July 2021 resolution will affect the retirees and staff. The vision/dental plan requires so many participants to enroll. Trustees need to come to a conclusion on What level of benefits do Trustees want to provide. Cap must be set to stabilize and build into budget. Coronel asked trustees to look at this from a macro perspective and not focus on the individual effect. Formalized documents will come back to board for execution from Legal counsel.

Motion: Vossler to set cafeteria plan cap at 1400.00  
 2<sup>nd</sup>: Rosales  
 Discussion: Coronel interested at 1000 cap - Rosales is ok with cap and employees should contribute and stay at 1200 cap. Coronel is ok with 1300.00 Rios stated trustees have no control over price increase with health plans and will support 1300 cap which should be beneficial to employees. Vossler agrees to amend motion to a 1300.00 cafeteria plan cap. Cash out plan will be 50% of the cap  
 Yes: Coronel, Rios, Rosales, Vossler  
 No: Underwood  
 Absent: none  
 Abstain: none

**2.5 Professional Services Agreement with Regional Government Services for Human Resources and Payroll services in an amount not to exceed \$10,000.00.**

CalPERS specialists with RGS to assist staff and make adjustments as needed to comply with CalPERS payroll reporting.

Motion: Coronel  
2<sup>nd</sup>: Underwood  
Discussion:  
Yes: all  
No: None  
Absent: None  
Abstain: None

**2.6 Professional Services Agreement with Teaman, Ramirez & Smith Inc, Certified Public Accountants for bookkeeping and accounting consulting services and assistance in an amount not to exceed \$15,000.00.**

Motion: Rios  
2<sup>nd</sup>: Vossler  
Discussion: Coronel asked Rick with teaman to file an amendment and report quarterly  
Yes: all  
No: None  
Absent: None  
Abstain: None

**INFORMATIONAL ITEMS**

None

Board adjourned to closed session:  
10:35 a.m.

10:50 a.m. Chair Rosales departed

11:05 a.m. Trustee Rios departed

**CLOSED SESSION ITEMS**

54940 et seq. of the Government Code).

**4.1 PUBLIC EMPLOYEE APPOINTMENT**

Title: General Manager

**4.2 THREAT TO PUBLIC SERVICES**

Pursuant to California Government Code Section 54957

Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

**4.3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82827 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

**4.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82847 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel  
Under Negotiation: Price and Terms

**4.5 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82867 Avenue 52, Coachella, CA  
Agency Negotiator: General Counsel  
Under Negotiation: Price and Terms

**4.6 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 82925 Avenue 52, Coachella, CA (10 acres on South-West Corner)  
Agency Negotiator: General Counsel  
Negotiating Parties: Congregation Kohanim Immitvas Hamoadim, Inc.  
Under Negotiation: Price and Terms

**4.7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation, pursuant to Government Code Section  
54956.9(d)(2)/(e)(1)  
Three (8) potential case

**4.8 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)  
Three (8) potential case

**4.9 THREAT TO PUBLIC SERVICES**

Pursuant to California Government Code Section 54957  
Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

Convene to open session:

11:09 a.m.

Attorney Carlos Campos reported:

Received direction – No reportable actions taken

**TRUSTEES COMMENTS**

none

**ADJOURNMENT**

11:10 a.m.

Respectfully Submitted,

Kathryn Herrera

Clerk of the Board – Coachella Valley Cemetery

Approved: 3/9/2021 BOT Meeting