

**Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
February 9, 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 Tuesday, February 9, 2021 at 8:00 a.m.

Public Notice: Public notice was posted on the District Website and at the Cemetery Office on Friday, February 5, 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

Add'l Participant for Public Comment: Susie Del Toro, attended in person

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT

None to Report

ADDITIONS TO THE AGENDA

None

CONSENT CALENDAR – BOARD MINUTES AND FINANCE AND ADMINISTRATION

1.1 TRUSTEE MINUTES

Special Meeting January 8, 2021

Regular Meeting January 12, 2021

Special Meeting January 27, 2021

Special Meeting January 30,2021

1.2 Finance and Administration

Expenditures Check Nos. #24724-24772

Investment Report

Motion: Vossler to approve entire consent calendar

2ND: Coronel
Discussion: Coronel clarified Check no.24752 for facility usage is for the Months of Dec 2020, Jan & Feb 2021

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

TRUSTEES ACTION ITEMS

2.1 Receive and File: CVPCD's Financial Summary as of 01/29/2021

Motion: Coronel motion for the items 2.1 and 2.2 as listed above to be tabled to be reviewed at a later date, pending special meeting for Budget purposes
2nd: Vossler
Discussion: Coronel and Vossler specified the items are to be reviewed in a separate meeting for budget preparation. Underwood appreciates a meeting designated for budget purposes only as it shows the board is being more attentive to the budget making decisions.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries

2.2 CPA – Additional Bookkeeping and Consulting Assistance

Motion: Coronel
2nd: Vossler
Discussion: as per above motion
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Absent: None
Abstain: None
Motion Carries

INFORMATIONAL ITEMS

3.1 Staff recommendation for Employee Vision/Dental Plans

Coronel expressed that the vision/dental benefit to employees has been up for discussion for the past 6 months and recommends Trustees receive and file the information for a discussion at the next scheduled Trustee Meeting. One issue is the number of employees that make the dental plan options more restricted. Underwood requested a spreadsheet of pricing for the next meeting.

3.2 Office Re-key, Camera Installation, Security Patrol

Coronel advised that the primary project was completed as of February 6, 2021 this project included 28 cameras that were installed and are operating. The project calls for purchase of additional cameras including optical cameras. Currently a policy is under review by legal counsel for usage including public request for viewing. The entire project should be completed within a month. Security Patrol Company will start to patrol soon. Internet contract will be reviewed for upgrading internet speed and availability.

Susie Del Toro, member of the public spoke on the topic of security: requested information pertaining to security sign installation, Riverside County Sheriff involvement.

3.3 Pressure Tank Replacement

In the January 12th Trustees meeting the project for the pressure tank replacement was approved at an expense not to exceed twenty thousand dollars (\$20,000.00). Three local bids were submitted and chose to proceed with McKeever Water Well & Pump Service Inc. The County of Riverside Environmental Health Department will work together with the Vendor for inspection and permitting process. Plan is to be reviewed by Legal Counsel.

3.4 Firewall Renewal, Laptop Purchase, Old Hardware Recycle

The district purchased two (2) additional laptops that are all set up for virtual work access. Firewall renewal complete and a policy is being employed for recycling of old hardware.

3.5 Annual Audit by David Farnsworth, Prep and Schedule

David Farnsworth was present for the Trustee meeting and stated the Audit is in process and he will be at the District Office today and for the rest of the week, he will review the Internal control process and return to present the Audit Report.

3.6 Uniforms for Outside Staff

Uniforms have been purchased for the weekend maintenance crew and a policy is to be drafted for standardizing uniforms.

3.7 Customer Satisfaction Survey

Rosales and Vossler will speak with SR Social Media Management, the vendor chosen for website upgrading, about disbursement of a Customer Satisfaction Survey.

3.8 CBIZ Timeclocks and Training

Coronel advised the Trustees that the 2 timeclocks are operating. Timeclocks are located in the district office and the maintenance shop.

3.9 Temp Office Help

Coronel reported that an agreement between the Cemetery and OfficeTeam was approved to extend the temporary office help for an additional 30 days and will continue to approve at 30-day intervals as needed. Thank you to Ernesto Rosales for providing staff lunch.

3.10 COVID-19 Office Protocols

Underwood requests for written and clear protocol for COVID -19. Suggest taking temperature, contact tracing form, possible outdoor sanitizing stations as another layer of precaution. Underwood stated he could produce a written protocol in 2 weeks.

3.11 SR Social Media Management/Website Development

Coronel indicated a deposit check was issued to the vendor and services also include a backup domain for personalized email address for trustees and staff. The project is set for completion by late April 2021.

TRUSTEES COMMENTS

Coronel will bring a proposal to next month's meeting pertaining to Cal Pers reporting and working with RGS.

Vossler reported that all of the projects and countless hours by Coronel are many and provided a spreadsheet with over 42 projects categorized by project manager – asked the trustees to review and provide comments, questions and any ideas for additional projects needed.

Underwood stated if any help needed by other trustees please ask and requested clarification on CAPC Membership cancellation.

9:05 a.m. Chair Rosales excused himself from the meeting to prior commitment.
Open session adjourned for closed session; Closed session convened at 9:05 a.m.

CLOSED SESSION ITEMS

5.1 PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

5.2 THREAT TO PUBLIC SERVICES

Pursuant to California Government Code Section 54957

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

5.3 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82827 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.4 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82847 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.5 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 82867 Avenue 52, Coachella, CA

Agency Negotiator: General Counsel

Under Negotiation: Price and Terms

5.6 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

5.7 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

5.8 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation, Pursuant to Government Code Section 54956.9(4)

Three (8) potential case

5.9 THREAT TO PUBLIC SERVICES

Pursuant to California Government Code Section 54957

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

Closed Session adjourned; Open session convened at 10:25AM

Attorney Carlos Campos reported:

Received direction – No reportable actions taken

ADJOURNMENT

NEXT MEETING TIME, DATE AND LOCATION Next regular scheduled Trustee meeting is: March 9, 2021 8am.

Location: Coachella Valley Community Trust – 45-149 Smurr Street, Indio, CA 92201

Respectfully Submitted,

Kathryn Herrera,

Clerk of the Board Coachella Valley Cemetery District

Approved: 3/9/2021 BOD Mtg