

**Coachella Valley Public Cemetery District**

Special Meeting

Friday, June 25, 2021

8:00 AM

A Special Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held via Zoom on Friday, June 25, 2021 at 8:00 a.m. Pursuant to the Executive Order N-29-20 as a result of COVID 19, the meeting was conducted via Zoom. Meeting information posted was as follows:

Meeting ID: 815 2086 4093      Passcode: 1234

**CALL TO ORDER:**

Ernesto Rosales called the meeting to order at 8:02 a.m., those in attendance were as follows:

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

Directors Absent: none

Add'l Participants: Josh Bonner, General Manager, Kathryn Herrera, Clerk of the Board and Carlos Campos, District Counsel with Best Best & Kreiger LLP

Add'l Participants Via zoom: none

Add'l Participant for Public Comment: none

**FLAG SALUTE**

Led by Trustee Underwood

**MOMENT OF SILENCE**

**PUBLIC COMMENT:**

General Manager read an email from Carmen Gonzalez regarding visiting hours, request for lighting, security, rules and regulations. The General Manager will respond.

**ADDITIONS TO THE AGENDA:**

No additions to the agenda

**CONSENT CALENDAR: BOARD MINUTES AND FINANCE AND ADMINISTRATION**

- 1.1 Adoption of Professional Services Agreement – CPA  
Recommendation to Approve Professional Services Agreement with M. McCue, to provide Administrative Service Director services to the District in an amount not to exceed \$185,000.00
- 1.2 Purchase of Portable Chapels  
Request to purchase new temporary shade structures, also referred to as a “portable chapel”
- 1.3 Purchase of Cemetery Services Equipment  
Request to purchase two (2) kits for methods of reliable transporting and lowering.
- 1.4 Heat Illness Prevention Policy

Request to Adopt Heat Related Illness Prevention Policy due to excessive heat warnings as qualified by Cal/OSHA in order to keep CVPCD employees and workers safe during times of excessive heat.

- 1.5 Authorizing the General Manager to Contract with Robert Half Staffing Agency for Executive Administrative Support Staff
- 1.6 Request for Supplemental Funding in the Amount of \$15,000 for the Administrative Offices/Board Room Renovations
- 1.7 Authorize the General Manager to Identify and Procure Professional Electrician Services for the District's Security Camera Installation Project

Motion: Coronel: Motion to pull item 1.1 from the Consent Calendar for discussion and proceed with approval on items 1.2-1.7 of Consent Calendar  
2<sup>nd</sup>: Underwood  
Discussion: none  
Yes: Coronel, Rios, Rosales, Underwood, Vossler  
No: None  
Absent: None  
Abstain: None  
**\*\*Motion Carries\*\***

- 1.1 Adoption of Professional Services Agreement – CPA  
Recommendation to approve Professional Services Agreement with M. McCue for the Administrative Service Director services to the District in an amount not to exceed \$185,000.00. Matthew McCue was present for introduction and to answer questions of Trustees.

Motion: Coronel: Motion to approve the one-year Professional Service Agreement with M. McCue at a cost not to exceed \$185,000.00 and delegate authority to Personnel Committee to ensure the Liability Insurance is in place within 45 days.  
2<sup>nd</sup>: Underwood  
Discussion: The hourly rate in the contract is documented at \$100.00 per hour, General Manager recommends a six-month review, Legal Counsel did state a 30-day termination clause is included in the contract.  
Yes: Coronel, Rios, Rosales, Underwood, Vossler  
No: None  
Absent: None  
Abstain: None  
**\*\*Motion Carries\*\***

**TRUSTEES ACTION ITEMS**

- 2.1 Adoption of District Seal  
Request to adopt a proposed seal design

Motion: Underwood: Motion to approve and move forth with the item presented.  
2<sup>nd</sup>: Cornel  
Discussion: Local designer Denise Marley provided the designs presented for approval and is available for revisions. Approved Seal would be used for formal settings, brandings, and clothing. Information Technology committee will recommend artwork and bring back for approval at the July 9, 2021 meeting. Legal Counsel recommends a policy on the use of a Seal, the General Manager stated the

item may have been addressed in the Communication and Social Media Policy approved in the June 8, 2021 meeting and if not, the policy will be revised we can bring back for amendment to include the use of the Seal.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion Carries\*\***

## 2.2 Music Vendor Policy

Request to adopt a live music vendor policy as a prerequisite for live performances on CVPCD grounds

Motion: Coronel: Motion to approve the concept of vendor regulation within cemetery grounds and work with Legal Counsel and Operations Committee to create policy.

2<sup>nd</sup>: Vossler

Discussion: The policy was brought forth to regulate vendors as music generally extends beyond service times. Trustees all agree that more time and research is needed and the Operations Committee will work closely with the General Manger on producing the policy. The Cemetery is public land and Trustees cannot regulate access to public land and cannot regulate the type of music, although Trustees can regulate volume and vendors. Trustees requested the General Manager review other outside cemetery protocols and how they handle similar issue.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion Carries\*\***

## 2.3 Headstone Retention Policy

Request to dispose of unclaimed headstones after removal and disposing of headstones still in cemetery possession

Motion: Vossler: Motion to approve the Headstone Retention Policy which includes a 14-day holding period. A 30-day Notice to the public will be provided to the public.

2<sup>nd</sup>: Coronel

Discussion: An Agreement is to be signed by family and direct staff to locate families of the current headstones that are currently in cemetery possession.

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Absent: None

Abstain: None

**\*\*Motion Carries\*\***

## TRUSTEE COMMENTS

Vossler: Vossler and Bonner met via telephone with Jill Tremblay with Best Best & Kreiger on the Bylaws revisions; Tremblay had good notes and a red line version of Bylaws will soon be available to Trustees. Legal Counsel and Vossler have been communicating with regard to Trustee Stipend Policy and will have something soon for review.

Underwood: Excited that the General Manager and the Senior Maintenance Technician are attending the CSDA Conference.

Coronel: General Manager is doing a great job, glad that extra staffing support has been approved. Congratulations to the General Manager who has been installed to the Greater Coachella Valley Chamber of Commerce Board of Directors and congratulations to Ernesto Rosales who was awarded Volunteer of the Year. Trustees Coronel and Rios will explore a Covid-19 Memorial. Thanks to all Trustees for flexibility as it relates to Special Meeting attendance. Would like a consensus to start working on a Foundation. Rosales and Coronel will work together on the creation of the Foundation.

Rios: Thanks to General Manager for great work.

General Manager: Matthew McCue will be a tremendous resource for setting up a Foundation as well as the 5/10 year planning session. Board planning session will be scheduled for the month of August.

Open Session adjourned for Closed Session; Close Session convened at 9:12 a.m.

### **CLOSED SESSION ITEMS**

3.1 THREAT OF LITIGATION  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
One (1) potential case

Closed session adjourned; Open Session convened at 9:30 a.m.

Attorney Carlos Campos reported: Direction was received, no reportable action

### **ADJOURNMENT**

#### **NEXT MEETING TIME, DATE AND LOCATION**

Next regular scheduled Trustee Meeting is: July 9, 2021 8 a.m.

Respectfully Submitted,  
Kathryn Herrera  
Clerk of the Board  
Approved: 7/9/2021 BOT Meeting