

Coachella Valley Public Cemetery District
Board of Trustees Meeting Minutes
Friday, November 12, 2021
8:00 AM

A Trustees Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the Coachella Valley Public Cemetery District Administration Building, located at 82847 Ave. 52, Coachella, CA 92236 on Friday, November 12, 2021 at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday November 8, 2021, at the following locations:

- 1) District Administrative Building - 82847 Avenue 52 Coachella, CA 92236
- 2) The District Website - <http://coachellacemetery.org/>

CALL TO ORDER, ROLL CALL

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

Trustees Present:

Ernesto Rosales, Chair

Judy Vossler, Vice-Chair

Trustees:

Marcos Coronel

John Rios

Bruce Underwood

Directors Absent:

None

Additional Participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Kathryn Herrera, Clerk of the Board

Donna Ayala, Cemetery Services Coordinator

Carlos Campos, District Counsel with Best, Best & Kreiger

Additional Participant for Public Comment:

None

FLAG SALUTE

Led by Donna Ayala

MOMENT OF SILENCE

PUBLIC COMMENT

GM Bonner had a member of the public notify him that there were not enough U.S. flags for headstones on Veterans' Day, GM Bonner advised that staff did go out and buy whatever stock they could find from the surrounding stores and that staff should purchase at least 1,000 flags to have in the Cemetery's inventory. Trustee Underwood advised all that he spoke to Kathy Thomas, daughter of Joe Zelaznya, with regard to a donation of a bench at the Veterans Memorial, GM Bonner commented that he was aware of her request. Alejandro Figueroa and Miguel Ceja introduced themselves for public comment, their request was resume vending flowers from their original location located at the southeast corner of Avenue

52 and Jackson Street. Additionally presented were their Sellers Permit, County of Riverside Sidewalk Vendor Permit and Riverside County Business registration. GM Bonner will research their documents and request and reply.

ADDITIONS TO THE AGENDA

GM Bonner presented a request to add an urgency item to address cemetery security to the agenda under Action Items.

Motion: Coronel; Motion to add Cemetery Security issue as action item 2.4

Second: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Abstain: None

Motion Carries, additional Agenda Item 2.4 approved

Motion: Vossler; Motion to move Consent Item 1.3 Amendment to General Manager Employment Agreement Regarding District Use and Vehicle Use Policy to Action item 2.5

Second: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler

No: None

Abstain: None

Motion Carries, move Consent Item 1.3 Amendment to General Manager Employment Agreement Regarding District Use and Vehicle Use Policy as Action Item 2.5 Amendment to General Manager Employment Agreement Regarding District Use and Vehicle Use Policy approved

CONSENT CALENDAR

1.1 Trustee Minutes

- a. Special Meeting – October 15, 2021

1.2 Finance and Administration

- a. Approval of Expenditures
Check Nos. 25382-25457; 50150-50153; EFT dated 10/4-10/29/2021 total: \$335,997.81
- b. 2021 Investment Report – September 2021
- c. Financial Statement – Profit & Loss Budget vs. Actual

1.3 Amendment to General Manager Employment Agreement Regarding District Use and Vehicle Use Policy

Motion: Underwood; Motion to approve 1.1 with amendments noted, approve item 1.2 as a separate item following clarification of expenses paid for the Dia De Los Muertos event.

Second: Vossler

Discussion: Coronel request the following two amendments to October 15, 2021 Minutes:

- 1) Under the reporting for Public Comment to add his reply regarding Kathleen Jurasky's (General Manager of Palm Springs Cemetery) comment on trustee stipend and add Palm Springs Cemetery Trustees are paid more than CVPCD Trustees
 - 2) add to item 2.4 the legal necessity for creation of the ADHOC Committees.
- Underwood's questions were related to expenses paid for Dia De Los Muertos (DDLIM) event.

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

Motion Carries, Consent Calendar Item 1.1 approved with modifications listed approved

Questions presented for item 1.2 of Consent Calendar were regarding expenditures paid for Dia De Los Muertos Underwood requested clarification on the following vendors paid: PJ's Trophies, Anderson Communications, Golf Cars of the Desert and Las Tres Conchitas Bakery. Trustee Underwood asked about the religious meaning of some of the items so he could understand why items had to be purchased. Trustee Rios questioned why money was spent without approval of all Trustees – his concern being that the Cemetery went over the budgeted amount of \$40,000.00. General Manager Bonner advised Trustees that he and the DDLM Committee were dealing with a poor historical budget and content. Coronel advised all that Committee members had complete oversight, the Procurement Policy was followed, and bids are on file for review if requested. Coronel mentioned the questions brought up by Trustees are legitimate questions that he too would have had if he not been directly involved. Underwood requested that the final budget for the event be included on the December Agenda. Trustee Rosales commented that there is now a precedent in place for the event, which, in the past was planned and sponsored by a local funeral home as well as donations. There was a lot of needed work and involvement by Trustees Coronel and himself. CVPCD Consultant Matt McCue will report the final expenses at next month's meeting. GM Bonner advised that some of the expenses were Capital purchases. Rosales mentioned there was not enough involvement by other Trustees so that they could understand and visualize the need for items that were purchased and how they were put to use. Underwood thanked Rosales and Coronel for their time and efforts put into the event, Coronel thanked the staff for their involvement as well.

Motion: Vossler; Motion to approve Consent Calendar item 1.2 Finance and Administration
a. Approval of Expenditures
Check Nos. 25382-25457; 50150-50153; EFT dated 10/4-10/29/2021 total: \$335,997.81
b. 2021 Investment Report – September 2021
c. Financial Statement – Profit & Loss Budget vs. Actual

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

Motion Carries, Consent Calendar Item 1.2 approved

ACTION ITEMS

2.1 Adoption of Ordinance No. 10-2021 – Limiting Compensation for Members of the Board of Trustees (second reading).

At the October 15, 2021 Board of Trustees meeting, the Board approved the first reading of Ordinance No. 10-2121 that limits compensation for attendance at Board meetings and/or occurrences in service of the District to \$100 per meeting for a maximum of four (4) days per calendar month. This Ordinance was being presented to the Board for a second reading for adoption after the Public Notice posted in the Desert Sun as required by law. Staff recommends that the District's Board of Trustees adopt Ordinance No. 10-2021.

Motion: Coronel; Motion to adopt and approve Ordinance No. 10-2021 – AN ORDINANCE OF THE COACHELLA VALLEY PUBLIC CEMETERY DISTRICT LIMITING COMPENSATION LIMITS FOR MEMBERS OF THE BOARD OF TRUSTEES.

Second: Underwood

Yes: Coronel, Rios, Rosales, Underwood, Vossler
 No: None
 Abstain: None
 Motion Carries, Action Item 21. approved

2.2 Headstone Retention Policy

Board of Trustees discussed headstone retention and disposal at the June 2021 Trustee meeting. Trustees directed staff to work with legal counsel to establish the proper public notification of disposal of our current inventory of old and unclaimed headstones, as well as establish policy and family notification process for headstone retention moving forward. Counsel drafted a public notice for the declaration of intent to dispose of inventory. Financial analysis is minimal: cost includes execution and minor administrative publishing cost.

Motion: Underwood; Motion to approve as presented.
 Second: Vossler
 Discussion: Trustees request that the publication take place in the local English and Spanish newspaper.
 Yes: Coronel, Rios, Rosales, Underwood, Vossler
 No: None
 Abstain: None
 Motion Carries, Action Item 2.2 approved

2.3 2021 Budget Amendment

The District adopted its 2021/2022 Operating and Capital Budgets on August 6, 2021, in compliance with State law. Due to recent circumstances, it was understood that the budget would be regularly adjusted during this fiscal year. The amendment presented represents the first adjustment to the 2021/2022 Operating and Capital Budgets are summarized as follows:

Increase to salaries and benefits	\$128,965
Increase to operating budget line items	\$ 73,000
Increase to nonoperating revenues	(54,100)
Net increase to Operating Budget	<u>\$147,865</u>
Increase to Capital Budget items	<u>\$ 49,848</u>

Motion: Rosales; approve as presented
 Second: Coronel
 Yes: Coronel, Rios, Rosales, Underwood, Vossler
 No: None
 Abstain: None
 Motion Carries, Action Item 2.3 approved

2.4 Cemetery Security

GM Bonner shared new security issues with Trustees, and ongoing issues with the current security company. After following the CVPCD procurement process the CVPCD was required to use the lowest bid. Issues continue to arise with the current security company, and the request of GM Bonner that the cemetery now have an ongoing full-time security presence. GM

Bonner requested for emergency procurement authority up to \$100,000.00 to secure fulltime security services from 7 a.m. to dusk or later during summer elongated hours

Motion: Rios; Motion to approve request.
Second: Coronel
Discussion: Vossler commented that the cemetery is ready for full-time security. Rosales mentioned the liability risk to employees, guests, services, etc. Coronel commented that the threats, harassment, intimidation, safety concerns are enough to investigate a reputable Licensed and Bonded Security Company.
Yes: Coronel, Rios, Rosales, Underwood, Vossler
No: None
Abstain: None
Motion Carries, Action Item 2.4 approved

2.5 Amendment to General Manager Employment Agreement Regarding District Use and Vehicle Use Policy

The CVPCD General Manager currently has as automobile allowance in his contract which the Board of Trustees discussed amending at the October 2021 Board meeting. The General Manager Employment Agreement may be amended as mutually agreed by the parties in writing. Amendments require Board approval. {Agreement, § 8, D.}

The proposed Amendment (Exhibit A) would rescind the current automobile allowance of \$500.00 and replace it with a provision allowing the General Manager to use a District vehicle in accordance with the terms specified in the District's Vehicle Use Policy (Exhibit B), to be adopted as part of this action. The District will maintain the District vehicle used by the General Manager, including scheduled service, repair, insurance, fuel and other related costs. The General Manager may still rent or utilize a personal vehicle for out-of-district, business-related travel.

*Note, this amendment will not be executed until the CVPCD has a vehicle in inventory to supply the General Manager, which is currently on factory order.

Attachments to consider:

Exhibit A - Amendment to Employment Agreement – General Manager
Exhibit B - Vehicle Use Policy

Motion: Vossler; Motion to approve item 2.5 with addition of assigning a second on call employee.
Second: Underwood
Discussion: After discussion Trustees agreed on the need for the Truck and Explorer that were approved for purchase in a previous Trustee Meeting. Additionally, Trustees will explore the possibility of a 3rd company vehicle as staff currently use their own vehicles for company errands. Policy will clarify who can use district vehicles and how they determine usage. GM Bonner reminded trustees that all vehicles purchased will be clearly marked as district vehicles.
Yes: Rios, Rosales, Underwood, Vossler
No: Coronel
Abstain: None
Motion Carries, Action Item 2.5 approved

INFORMATIONAL ITEMS

3.1 Veterans Committee

Trustee Coronel reached out to American Legion Contact Carmel Romero and will soon have a meeting to discuss the Veterans Memorial, he also mentioned that we will formalize a better relationship with Freedom Flags for Families – organization led

by Susie Del Toro all other organizations involved with the Memorial. Coronel requested verification of any organizations non-exempt status (501C3) and have the Cemetery District obtain extra flags/wreaths so that all Veterans are acknowledged since Freedom Flags do not have enough inventory.

3.2 DDLM Committee

Previous comments of the committee's event were given in the earlier part of the Trustee meeting. Trustee Rosales advised all that the DDLM event was great and well executed, thanked the Cemetery staff for their contributions. His recommendation is that the future DDLM event possibly be extended to two days. GM Bonner advised Trustees that the staff debriefed and provided input for future events.

3.3 Transition Committee

Committee was eliminated in previous meeting.

3.4 Website Design Update

A few preliminary pages of the website were shown to Trustees and the project is on course for test mode in December. GM Bonner reported that the website will include transparency sections, Board of Trustees section, payment processing, burial schedules, customer service satisfaction survey and obituaries will be integrated into the website that is set to be sent to mortuaries for test mode.

3.5 Update on Cemetery Grounds – Walk through of grounds

Was to be scheduled after closed session however time did not permit.

TRUSTEE/GENERAL MANAGER COMMENTS 2 10 31

GM Bonner advised Trustees that he will keep a close eye on the burial schedule and change scheduling as needed in order to add a fourth service to the daily schedule if needed. Compliance training for Trustees and staff are being scheduled for those that have expired certificates and new employees.

Mowing schedule changed and significant steps were taken to notify public- signs posted, flyers passed out and website updated to reflect change. "Ghostly Tours" staged by CV History Museum will resume in February 2022. Audio Visual will be installed in the Administration Building in November. GM Bonner Advised Trustees that they should research the idea of naming the Cemetery. F150 maintenance truck is due to arrive November and the Explorer in December/January.

GM Bonner reported next month's agenda will include:

- Tree report and arborist recommendation
- Finalize cafeteria plan
- Discussion on possible replacement of golf carts
- Landscape at islands, streetside and signage area
- Front office enhancement
- Employee and Board Handbook
- Audit RFP
- Road repavement
- Replacement of fans in Chapel Area
- Investment Policy
- Reserve Policy

Trustee Comments:

Coronel: Public Comment brought to his attention will be requested in email form so that they can be forwarded to GM. He has received positive comments regarding interaction with staff. Coronel also attended State of the City address for Indio and represented the District, inquired on the adoption of monthly resolution for Brown Act suspension and is pushing for

formalization of an Employee Educational Fund. Coronel would like to provide a letter such as a State of the District Letter to the office of Supervisor Manuel Perez which would provide an update on cemetery standing. The time to reelect officers is approaching as per the recent Bylaw amendment and will request that all Trustees remain as currently seated.

Rosales: Asked if Trustees have sent their notices to the office of Manuel Perez for the opportunity to reappoint Trustee Coronel. Trustees may be inclined to do so but are not obligated.

Vossler: In addition to being on this Board, she works with the Board of The Living Desert and encourages all to visit the Rhino Savanna exhibit recently opened at The Living Desert.

Underwood: Attended the Veterans Day event, about 150 attendees, there is interest in enhancing the Memorial, possibly accepting donations. He also encouraged all the Trustees to continue with the process of online training to become a District of Distinction.

Adjourned to closed session at 10:44 am

CLOSED SESSION ITEMS

- 5.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
One (2) Potential Case(s)

- 5.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
6 Month Evaluation
Title: General Manager

Reconvened to open session 11:29 pm
Legal Counsel Campos reported direction received, no reportable action

Adjournment took place at 1145am

NEXT MEETING TIME, DATE AND LOCATION

Next regular scheduled Trustee meeting is: Friday December 10, 2021 and scheduled to take place in the Administration Office located at 82847 Avenue 52, Coachella, CA 92236

Respectfully Submitted,
Kathryn Herrera,
Clerk of the Board

Approved: _____ BOD Mtg