

**Coachella Valley Public Cemetery District**

Board of Trustees Meeting Minutes

Friday, April 1, 2022

8:00 AM

A meeting of the governing Board of the Coachella Valley Public Cemetery District (CVPCD) was held at the CVPCD Administration building, located at 82847 Avenue 52, Coachella, CA 92236 on Friday, April 1, 2022, at 8:00 am.

Public Notices were posted by the Clerk of the Board on Monday March 28, 2022, at the following locations:

1. CVPCD Administrative building – 82847 Avenue 52 Coachella, CA 92236
2. The CVPCD website – <http://coachellacemetery.org>

**CALL TO ORDER, ROLL CALL**

GM Bonner announced that the meeting was being recorded.

Vice-Chair Judy Vossler called the meeting to order at 8:00 am, those in attendance were as follows:

Trustees present:

Judy Vossler, Vice-Chair

John Rios, Trustee

Bruce Underwood, Trustee

Trustees absent:

Ernesto Rosales, Chair

Marcos Coronel, Trustee

Additional participants:

Josh Bonner, General Manager

Matt McCue, CVPCD Consultant

Carlos Campos, District Counsel

Additional participants for public comment:

None

**FLAG SALUTE**

Director Underwood led the salute.

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

## **ADDITIONS TO THE AGENDA**

GM Bonner requested that item 4.4 Security and Policy Enforcement under action items be added as an emergency item. Counsel Campos agreed that item qualified as an emergency item.

Motion: Underwood; Add item 4.4 Security and Policy Enforcement to Action Items.  
Second: Rios  
Yes: Vossler, Rios, Underwood  
No: None

Motion passed

Vice-Chair Vossler moved the meeting to closed session at 8:03 a.m.

## **CLOSED SESSION ITEMS**

- 1.1 Conference with Labor Negotiators  
Agency Designated Representatives: Carlos Campos, General Counsel  
Unrepresented Employee: Josh Bonner, General Manager
- 1.2 Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation, pursuant to Government Code Section 54956.9(d)(2)/(e)(1)  
Three potential cases

Vice-Chair Vossler reconvened the meeting from closed session at 8:58 am.  
Counsel Campos announced that no reportable action was taken during closed session.

GM Bonner commented that an email was received from a member of the public since the Public Comment portion of the meeting complaining about loud music coming from the cemetery grounds. No name was left with the email.

## **PRESENTATION**

- 2.1 David Farnsworth, CPA  
Presentation of findings 2020/2021 Coachella Valley Public Cemetery District Financial Audit

Mr. Farnsworth has completed the audit with much better results than prior year. His presentation included the following:

- Unmodified Opinion
- No indications or allegations of fraud
- No difficulties with management
- No abuse or wasteful spending
- No audit findings (no material weaknesses or significant deficiencies)

## **CONSENT CALENDAR**

- 3.1 Trustee Minutes
  - a. Regular Meeting –March 4, 2022
- 3.2 Finance and Administration
  - a. Approval of Expenditures Check Nos. 25745 – 25806

- b. Investment Report
- c. Budget to Actual

Motion: Underwood; Move to pass the consent calendar.  
Second: Rios  
Yes: Vossler, Rios, Underwood  
No: None  
Motion passed

#### **ACTION ITEMS**

- 4.1 Amendment to Employee Handbook Employee Benefit Eligibility  
Clarification of employee benefit eligibility timeline  
GM Bonner reviewed the staff report.

Motion: Rios; Move to pass as presented.  
Second: Underwood  
Yes: Vossler, Rios, Underwood  
No: None  
Motion passed

- 4.2 Telecommuting Policy and Procedure  
Proposed policy to govern telecommuting and remote work authorization  
GM Bonner reviewed the staff report.

Motion: Rios; Approve item 4.2.  
Second: Underwood  
Yes: Vossler, Rios, Underwood  
No: None  
Motion passed

- 4.3 General Manager Contract Amendment  
Amendments to current General Manager contract

Counsel Campos outlined the amendment provisions of Amendment No. 3 as follows:

Section 2 – Term: The contract will now run through May 2, 2026.

Section 3(c)(3) – Termination without cause clause is revised to include 6 months of severance from 3 months.

Section 4 – Compensation revised to \$165,000 per year.

Section 5(f) – District Vehicle amended to...”Pursuant to sections 2(b), 2(c), 2(d), 2(e) and 2(f) of the attached District vehicle use policy, employee shall have use of a 2022 Ford Explorer, or other SUV, mid-sized vehicle or truck supplied by the District at District’s expense...” ...”District will maintain District vehicle including scheduled service, repair, insurance, fuel and other related costs. Issuance of a District vehicle does not preclude employee from renting or utilizing a personal vehicle for out-of-District business related travel.”

Section 5(g) – Other benefits second paragraph revised to state “Employee shall accrue 160 hours of PTO annually that can be used for sick, vacation or other leave time. PTO is the property of the employee and payable upon termination. Accrued PTO time by employee shall be capped at 640 hours.

Section 7 – Office hours will be struck in its entirety.

Section 6(a) – Performance Evaluation first sentence revised to “The Board shall review and evaluate the performance of the employee in writing, at a minimum, on an annual basis at the Board meeting of every May; The Board may conduct performance evaluations more frequently at additional board meetings.”

GM Bonner expressed his appreciation to the Board.

Motion: Underwood; Approve GM Contract with amendments listed above.

Second: Rios

Yes: Vossler, Rios, Underwood

No: None

Motion passed

#### 4.4 Security and Policy Enforcement

GM Bonner introduced Guillermo De La Torre, Maintenance Foreman and Marlene Navarro-Lupian, Cemetery Services Manager to the Board. GM Bonner reviewed the staff report and allowed Mr. De La Torre and Ms. Navarro-Lupian to comment on their recent experiences with disgruntled members of the public.

Motion: Rios; Approve additional \$9,000 for additional security guard days, to begin handing out a flyer (in staff report) to all entrants to the cemetery and set a special meeting for April 22, 2022, to further discuss security and policy issues.

Second: Underwood

Yes: Vossler, Rios, Underwood

No: None

Motion passed

### **INFOMATIONAL ITEMS**

#### 5.1 Veterans Ad Hoc Committee

GM Bonner reported that he and Trustee Rios met with Veteran’s Group. The Veteran’s memorial is effectively the responsibility of the Cemetery now. He also suggested that the ad-hoc committee be dissolved. This will be brought back to the Board at a future meeting for action.

#### 5.2 Governance Policy Ad-Hoc Committee

GM Bonner recommended that this ad-hoc committee be dissolved as well. This will be brought back to the Board at a future meeting for action.

5.3 Travel and Reimbursement Policy Amended

Section 5.3 was reviewed and discussed. Counsel Campos will review the policy and bring back suggested language to a future Board meeting.

**TRUSTEE/GENERAL MANAGER COMMENTS**

GM Bonner mentioned that a new section was added that highlights employee efforts and accolades. The qualifications for the transparency certificate have almost all been met. Efforts will be made to slow the pace of board activity at meetings until a clerk can be hired. Board members requested that this position be added to the April 22, 2022, agenda. The islands in the cemetery will be addressed prior to the landscaping improvement contract. Speed limit signs will be posted throughout the cemetery.

Trustee Rios had nothing to report.

Trustee Underwood reported that he attended a SDRMA webinar.

Vice-Chair Vossler had nothing to report.

Matt McCue updated the Board that the transfer of assets from Wells Fargo Advisors to Chandler Asset Management is complete, the financial separation from the county is complete, staff will create a reserve policy for future consideration by the Board, the fee study is nearing completion and the budget preparation process has begun.

Vice-Chair Vossler recommended that a new item be added to the General Manager's report section of the agenda to include "Consultant's Report.

Meeting was adjourned at 10:44 am.

**NEXT MEETING TIME, DATE AND LOCATION**

Friday, April 22, 2022

8:00 am

Coachella Valley Public Cemetery District Administration Building

82847 Ave. 52

Coachella, CA 92236

Respectfully Submitted,

Joshua Bonner

Clerk of the Board Approved: \_\_\_\_\_ BOD Mtg.