Coachella Valley Public Cemetery District
Board of Trustee Meeting Minutes
Friday, September 11, 2026
8:00 a.m.

A meeting of the Governing Board of the Coachella Valley Public Cemetery District ("District") was held at the Coachella Valley Public Cemetery District Executive Building at 44801 Village Ct., Suite 104, Palm Desert, CA 92260 on Friday, September 11, 2026, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Monday, September 7, 2026, at the following locations:

1. CVPCD Administrative Office – 82895 Avenue 52, Coachella, CA 92236
2. CVPCD Executive Office – 44801 Village Ct., Suite 104, Palm Desert, CA 92260
3. The CVPCD website – http://coachellacemetery.org

NEW TRUSTEE WELCOME & SWEARING IN
Prior to the meeting, Notary Public Rita Barajas administered the oath of office to Genoa Meneses as Trustee of the Coachella Valley Public Cemetery District. Chair Rosales performed a ceremonial swearing-in at the start of the meeting.

Chair Rosales called the meeting to order at 8:01 a.m., those in attendance were as follows:

Trustees present:
Ernesto Rosales, Chair
Judy Vossler, Vice Chair
Marcos Coronel, Trustee
Bruce Underwood, Trustee
Genoa Meneses, Trustee

Trustees absent:
None

Additional participants:
Josh Bonner, General Manager
Sherry Winder, Finance Manager/Clerk of the Board
Carlos Campos, General Counsel
Jayson Braude, Kiley & Associates *(via Zoom)*
Jon Gregory, Kiley & Associates *(via Zoom)*
Kimberly VanWyhe, Kiley & Associates *(via Zoom)*
Robert Zarco, Southwest Landscape
Angel Cabral, Southwest Landscape
Johnny Contreras, Southwest Landscape
David White, Southwest Landscape
Jason Jackson, Southwest Security

Additional participants for Public Comment:
Rita Barajas of Indio

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT
Rita Barajas, District Finance Specialist, thanked the Board on behalf of District staff for the cost-of-living and cafeteria benefit increases. She also personally thanked the Board for the education reimbursement benefit.

ADDITIONS TO THE AGENDA
None

1. PRESENTATIONS

1.1 Presentation by Jayson Braude
Kiley & Associates District lobbying update

Jayson Braude of Kiley & Associates introduced a new colleague, Jon Gregory, and reviewed recent changes and noted that time is running short on upcoming grant fundings. They have been meeting with legislators to pursue funding at the State level but unfortunately, no State funding has been able to be secured. Kimberly VanWyhe encouraged the Board to attend the legislative days as it is helpful for faces to be put with the names and only the District can tell their story the best way.

GM Bonner noted that the District typically pursues funding only for active projects. A future agenda item will allow the Board to consider pursuing funding before a project is approved, while retaining the option not to proceed with the project.

1.2 Presentation by Robert Zarco
Southwest Landscape cemetery maintenance update

Robert Zarco of Southwest Landscape provided a cemetery maintenance update, including improvements to islands, medians, and the Veterans Memorial. He reported Bermuda grass concerns in Sections 2, 8, and 14, with scalping planned for November following Día de los Muertos. Board discussion ensued regarding lawn hot spots and maintenance oversight. GM Bonner noted that staff are addressing 52 hot spots outside tree canopies and that monthly walkthroughs are being completed.

Angel Cabral presented a tree assessment covering 462 trees, with over 90% rated in fair to good health and 20 identified as poor, critical, or dead. A eucalyptus tree was rated high risk due to decay and potential damage to surrounding graves and the fence line. GM Bonner reported that two

arborists confirmed the decay and that, following consultation with the District's insurer, the tree needs to be removed. Board discussion ensued regarding options to improve tree health. GM Bonner requested a quote for treatment in the older cemetery sections.

Johnny Contreras presented the irrigation audit, which identified aging piping, limited system controls, and reduced water flow to the east side of the cemetery. Phased improvements were recommended. Board discussion ensued regarding costs and coordination with upcoming road construction. GM Bonner stated that irrigation improvements would require a capital project to be bid before road construction. Southwest Landscape offered to provide proposed specifications.

David White of Southwest Landscape offered to answer questions about the proposal in Item 2.3 and stated that crews would take care to avoid damaging headstones. GM Bonner said he would review the proposal with Mr. White.

The Board thanked Southwest Landscape for the presentations.

1.3 Presentation by Jason Jackson
Southwest Security cemetery patrol update

Jason Jackson of Southwest Security noted that he would return next month with an overview of security citations and focused this presentation on billing concerns. He explained that new timekeeping technology identified an additional 10–30 minutes needed to clear the grounds at closing, which he attributed to an approximately $11,000 overage on the FY 2025/2026 annual contract. He presented billing reviews for three months and requested a contract adjustment or changes to closing procedures. The June invoice remains on hold pending resolution.

GM Bonner stated that the RFP included daily opening and closing duties and listed closing times for the entire year. He clarified that both the RFP and contract require "clearing all vehicles at closing." He noted that Southwest Security's prior experience with the contract should have made the time required to complete closing duties a known part of the scope of work to be accounted for. Counsel Campos noted that the vendor accepted these obligations when negotiating the contract. GM Bonner added that the vendor could terminate the contract with 30 days' notice. He also clarified that special events are billed separately and noted that the vendor's proposed changes would materially alter the scope of work and require a new RFP.

Board discussion ensued regarding contract requirements, closing procedures, and the requested additional payment. The Board directed GM Bonner to follow the existing contract and bring the matter back for action next month with a legal analysis.

2. CONSENT CALENDAR

2.1 Trustee Minutes
August 14, 2026

2.2 Finance and Administration

a. Approval of Expenditures – Checks and ACH transactions as detailed (August 2026)
b. Investment Report (August 2026)
c. Budget to Actual (August 2026)

2.3 Approve Amendment to Landscape Maintenance Agreement

Section 7 grading and turf replacement

Staff Recommendation:

Staff recommends that the Board of Trustees approve an amendment to the Landscape Maintenance Agreement with Southwest Landscape & Maintenance, LLC, in the amount of $19,650 for the Section 7 grading and turf replacement project, and authorize the General Manager to execute the amendment and any related documents necessary to complete the work.

Financial Analysis:

The FY 2026-2027 Capital Budget includes $20,000 under Budget Item 7906.1 for this project. Southwest's proposal totals $19,650, which is within the amount approved by the Board as part of the adopted capital budget. The existing Landscape Maintenance Agreement contains applicable prevailing wage requirements for qualifying public works and maintenance projects.

2.4 Approve Training Expenditure for Trustee Genoa Meneses

Board required approval

Staff Recommendation:

Staff recommends that the Board of Trustees approve Trustee Genoa Meneses' attendance at the 2026 CSDA Special District Leadership Academy and authorize associated registration, lodging, transportation, meals, incidentals, and other reasonable expenses necessary to complete travel and attendance, with an estimated total cost of $2,815.36, in accordance with District policy.

Financial Analysis:

The estimated total cost of attendance is $2,815.36, consisting of registration, lodging, transportation, meals, incidentals, and related travel expenses. The final cost may vary slightly based on actual lodging charges, parking, transportation, taxes, and other reasonable travel expenses incurred in connection with attendance at the conference. Funding is available within the District's approved FY 2026-2027 budget for Board training and professional development.

2.5 Enhanced Public Restroom Cleaning

Addendum to existing contract to include deep cleaning and sanitation

Staff Recommendation:

Staff recommends that the Board of Trustees authorize the General Manager to execute an amendment to the Agreement for Cleaning Services with Jay's One Stop Cleaning Services, LLC, for enhanced public restroom sanitation services at an additional cost not to exceed $250 per month, or $3,000 annually, substantially consistent with the scope and financial terms presented to the Board.

Financial Analysis:
The negotiated additional cost for enhanced restroom sanitation services is $250 per month, or $3,000 annually. The existing Cleaning Services Agreement totals approximately $2,578.33 per month and limits total compensation to $31,000 without additional written approval. The proposed amendment would therefore increase the contract amount beyond the existing compensation authorization. The fixed monthly fee provides the District with predictable costs while avoiding separate incident based charges for qualifying enhanced sanitation services.

2.6 Purchase of Infant/Urn Lowering Device
Approval of capital budget addition

Staff Recommendation:
Staff recommends that the Board of Trustees approve the creation of a capital budget item and authorize the purchase of an Infant/Urn Lowering Device from Frigid Fluid Company in an amount not to exceed $6,952.67, including freight, and authorize the General Manager to complete the purchase.

Financial Analysis:
Frigid Fluid Company has quoted $6,073.77 for the equipment, plus $878.90 in freight, for a total purchase price of $6,952.67. The quote reflects a 5% equipment discount and is valid through September 24, 2026. See attached quote, Exhibit B. Upon approval, staff will establish the appropriate capital budget item and fund the purchase from available District resources within the FY 2026-2027 budget.

2.7 Purchase of Enhanced-Capacity Electric Utility Vehicle
2026/2027 capital budget amendment

Staff Recommendation:
Staff recommends that the Board:
1. *Find, pursuant to Sections 4(e)(iii) and 4(e)(ix) of the District's Purchasing and Contracting Policy, that the District would not gain a competitive advantage through formal bidding for this specialized purchase and that the direct purchase of the Boson Work Rig is in the District's best interest;*
2. *Approve the direct purchase of one Boson Work Rig electric utility vehicle for an amount not to exceed $36,000;*
3. *Increase the applicable Fiscal Year 2026-27 capital-equipment budget by $23,000, from $13,000 to $36,000;*
4. *Authorize the General Manager to execute the necessary purchase documents and pursue available grant or incentive funding, provided that the purchase may proceed with or without such funding after staff confirms that the timing of the purchase will not affect an available funding opportunity; and*
5. *Authorize disposition of the existing Kawasaki Mule in accordance with applicable grant requirements if funding is received or, if funding is not received, in accordance with the District's surplus-property procedures.*

Financial Analysis:
The quoted price for the Boson Work Rig, including bed rails and tailgate, roof, windshield, side view mirrors, turf-tire package, and sales tax, is $34,788.04. Staff recommends establishing a purchase authorization of $36,000 to account for any minor pricing or delivery-related adjustments

before the order is finalized. The Fiscal Year 2026-27 capital budget includes $13,000 for this replacement. Approval of the recommended amount therefore requires a $23,000 increase to the applicable capital-equipment budget. The existing appropriation is insufficient for all of the principal replacement options evaluated by staff, including the gasoline-powered Kawasaki quoted at $18,119. The Boson is initially $16,669.04 more than the gasoline-powered Kawasaki. However, that difference does not account for ongoing operating costs. Staff estimates that the existing Kawasaki incurs approximately $3,000 annually in routine maintenance. At an estimated use of 5 to 10 miles per week, the vehicle travels approximately 260 to 520 miles annually. Using an assumed fuel economy of 20 miles per gallon and the District's most recent average gasoline cost of $5.31 per gallon, annual gasoline expense is estimated at approximately $69 to $138. Accordingly, the identified gasoline and maintenance costs associated with the existing type of vehicle total approximately $3,069 to $3,138 annually. At that rate, the Boson's initial premium over the gasoline powered Kawasaki would be substantially recovered over approximately 5.3 to 5.4 years. Over ten years, the identified gasoline and maintenance costs would total approximately $30,690 to $31,381. This comparison is illustrative and is not intended to represent a complete life-cycle-cost analysis. The Boson will incur charging costs and periodic maintenance, although those costs are expected to be materially lower than the fuel and maintenance costs associated with the gasoline-powered vehicle. Reliable District-specific electric operating costs are not yet available.

Discussion: Items 2.5 and 2.7 were pulled from the Consent Calendar for separate discussion and action at the requests of Trustee Coronel and GM Bonner, respectively. The Board expressed support for Trustee Meneses attending the Special District Leadership Academy. Trustee Coronel requested consideration of changes to approval requirements for high-cost training. GM Bonner asked Trustee Coronel to submit his proposed changes so the item could be prepared for next month's agenda.

Motion: Vossler - Move for approval of 2.1, 2.2, 2.3, 2.4, 2.6
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood, Meneses
Abstain: None
No: None
Absent: None
Vacant: None
Motion passed.

2.5 Enhanced Public Restroom Cleaning
Addendum to existing contract to include deep cleaning and sanitation

Discussion: GM Bonner reviewed the cleaning vendor's proposed contract amendment to add monthly restroom deep cleaning for $250. He noted that the existing scope includes daily cleaning and maintaining safe and sanitary restrooms. Board discussion ensued. The Board determined that restroom sanitation was included in the existing scope and that monthly deep cleaning would not address additional incidents occurring between cleanings. The Board declined the proposed additional fees.

Motion: Coronel - Deny proposed amendment
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood, Meneses
Abstain: None
No: None
Absent: None
Vacant: None
Motion passed.

2.7 Purchase of Enhanced-Capacity Electric Utility Vehicle

2026/2027 capital budget amendment

Discussion: GM Bonner noted that the item was pulled from the Consent Calendar to provide additional information. Staff had planned to request replacement of a decommissioned diesel tractor with an electric Bosun rig that could operate near services without disruption. The request will be deferred until the next tractor is decommissioned.

GM Bonner requested increasing the previously approved FY 2026/2027 capital allocation for a side-by-side from $13,000 to $17,000 to purchase an electric Gator GX, citing higher costs due to new California air quality regulations.

Motion: Coronel – Move approval
Second: Underwood
Yes: Rosales, Vossler, Coronel, Underwood, Meneses
Abstain: None
No: None
Absent: None
Vacant: None
Motion passed.

3. ACTION ITEMS

3.1 Recommended Price Sheet Adjustments

Changes to current price sheet for headstone and niche vase related services

Staff Recommendation:
Staff recommends that the Board of Trustees approve the revised District Price Sheet, including:
1. *Establishing a uniform $490 headstone-setting fee for quarter- and half-lot, single, and double markers;*
2. *Eliminating separate removal and resetting charges;*

3. *Establishing a $75 stand-alone headstone removal fee when removal is requested without immediate replacement;*
4. *Discontinuing the District's concrete border replacement service and associated fee, and adjust policy language as necessary to reflect the change;*
5. *Establishing a $50 niche vase fee when vase-hole drilling is coordinated with niche engraving, while retaining the $750 stand-alone niche vase fee when an installed niche cover must be separately removed and processed; and*
6. *Authorizing staff to implement the revised Price Sheet, attached as Exhibit B, effective September 12, 2026.*

Financial Analysis:
The proposed changes will result in the District recovering less than the full stand-alone cost identified in the Cost of Services Fee Study for certain headstone-related services. The proposed $490 uniform headstone-setting fee would consist of a $360 operational setting charge and the existing $130 endowment contribution. The endowment component would not be reduced.

The financial impact of the change will depend upon the number and type of headstone transactions completed during the fiscal year. The reduction represents a policy decision to balance cost recovery with actual operating efficiencies, affordability for District constituents, available property-tax support, and competitive pricing among neighboring public cemetery districts.

The proposed restructuring is also expected to reduce administrative processing associated with multiple headstone fee categories and eliminate staff time associated with providing concrete border replacement services.

The niche vase modification does not reduce the existing stand-alone fee where the full removal and handling process is required. Instead, it creates a lower-cost option when the associated administrative and operational work is already being performed as part of niche engraving.

Discussion: GM Bonner reviewed staff's recommendation to reduce the headstone setting charge to $490, regardless of headstone size, eliminate removal and resetting charges, and discontinue the District's concrete border replacement service. A separate removal fee would apply when a headstone is removed without immediate replacement.

GM Bonner noted that niche vase installation costs include removing the shutter, preparing it for vendor pickup, receiving it after the work is completed, and reinstalling it. He proposed a lower price if the shutter is being sent out for engraving, as these tasks would already be performed.

Board discussion ensued regarding removal scenarios, budget impacts, and refunds for families who paid the higher rate. Support was expressed for authorizing GM Bonner to refund the difference for payments made during the prior two months, upon request.

Motion: Meneses – Move to approve staff recommendation to revise District price sheet, including items 1-6 and alternative option to give GM approval in former headstone resetting refund requests
Second: Coronel
Yes: Rosales, Vossler, Coronel, Underwood, Meneses

Abstain: None
No: None
Absent: None
Vacant: None
Motion passed.

4. INFORMATION ITEMS

4.1 Board Tablet Use

Guidance on Trustee tablet use for Board meetings

GM Bonner presented an informational item to clarify tablet use and IT support, noting that prior direction had not been codified in policy. Trustees expressed a preference for staff to retain the tablets, distribute them during the week of each Board meeting, and collect them at the meeting's conclusion. GM Bonner confirmed that agendas and Board packets would continue to be emailed. Trustee Coronel requested to continue receiving a paper packet.

5. COMMITTEE UPDATES

5.1 LAFCO MSR Ad Hoc Committee

Counsel Campos noted that a meeting is scheduled to finalize the recommendation for Board consideration, as discussed at the previous meeting.

6. TRUSTEE/GENERAL MANAGER COMMENTS

6.1 Trustee Comments and Event/Function Report Out

Chair Rosales reported that he was out of town during the CSDA Annual Conference and plans to attend CAPC in October. He requested a reminder of his required trainings. He welcomed Trustee Meneses to the Board and noted that John Rios would have been excited to see her serving.

Vice Chair Vossler reported attending the CSDA Annual Conference and noted that the morning keynote speakers were informative, particularly the presentation on thinking inside the box. She completed her ethics training and will complete harassment prevention training in the coming month.

Trustee Coronel reflected on September 11, 2001, and its impact on the country. He welcomed Trustee Meneses, reported visiting the cemetery office and speaking with staff, expressed appreciation for Rita Barajas's comments about the impact of Board decisions, and reported completing financial training. He requested revisiting a formal strategic plan, with Trustee Underwood expressing support. He also asked about AI language in vendor contracts; Counsel Campos noted that contracts typically require disclosure of AI use. Trustee Coronel suggested an education repayment program for employees who had already completed schooling; the proposal did not receive support for placement on a future agenda. He raised concerns about recording glasses and public records, which GM Bonner stated he

would address with Counsel Campos in the employee handbook. Trustee Coronel requested follow-up on potential law enforcement services with Indio, and GM Bonner reported having an initial conversation with the Police Chief.

Trustee Underwood reported attending the CSDA Annual Conference, connecting with District contacts, and learning more about LAFCO. He emphasized the importance of attending meetings, particularly those held locally.

Trustee Meneses thanked the Board and District staff for welcoming her, acknowledged Trustee Rios's legacy of service, and expressed her commitment to transparency, integrity, and respect for the community. She reported enrolling in CSDA ethics, harassment prevention, and fiscal and financial training. She also reported meeting with GM Bonner for onboarding and a District overview and completing her annual Form 700 submission.

6.2 General Manager Update

GM Bonner commended the maintenance team for its work between services. He welcomed Board visits and interaction with staff but asked Trustees to contact him if an employee declines a request, as the employee may be following his instructions. Vice Chair Vossler commended GM Bonner on his report. Board discussion ensued regarding preserving a portion of the mature eucalyptus tree scheduled for removal as a keepsake for the District's centennial. The Board requested notification of the scheduled removal so Trustees could attend if desired.

FM Winder reported that all Trustees had received the Brown Act Compliance Manual and Rosenberg's Rules of Order Reference Guide obtained at the CSDA Annual Conference. She also reported attending the CalPERS Pathways for Women conference, which included informative panels and practical suggestions for finding happiness and working with others. She expressed appreciation for the opportunity to attend.

7. ADJOURNMENT

Meeting was adjourned at 10:15 a.m.

NEXT MEETING DATE, TIME, AND LOCATION
Friday, October 16, 2026
8:00 a.m.
Coachella Valley Public Cemetery District Executive Office
44801 Village Ct., Suite 104
Palm Desert, CA 92260

Respectfully Submitted,
Sherry Winder
Clerk of the Board

Approved: _____ BOT Mtg.

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Sherry Winder, Clerk of the Board