

**Coachella Valley Public Cemetery District**  
Special Board of Trustee Meeting Minutes  
Friday, May 29, 2026  
8:00 a.m.

A special 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, May 29, 2026, at 8:00 a.m.

Public Notices were posted by the Clerk of the Board on Tuesday, May 26, 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>

Chair Ernesto 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

**One Board seat was vacant due to the passing of Trustee John Rios.**

**Additional participants:**

Josh Bonner, General Manager  
Sherry Winder, Finance Manager/Clerk of the Board  
Carlos Campos, General Counsel

**Additional participants for Public Comment:**

None

**FLAG SALUTE**

**MOMENT OF SILENCE**

**PUBLIC COMMENT**

None

**ADDITIONS TO THE AGENDA**

None

## 1. PRESENTATIONS

### 1.1 Presentation by General Manager

#### Staffing and Efficiency Study Overview

GM Bonner recommended that, going forward, the District complete the Classification and Compensation Study before the Fee Study and reviewed the purpose of each. GM Bonner stated the District should continue annual reviews of the employee handbook and job descriptions and also conduct an annual review of the Governance Policy to ensure new policies are incorporated into the Governance Handbook and Employee Handbook.

GM Bonner presented an executive-level operational review and noted administrative growth has increased due to policy compliance, quality control, procurement requirements, and added safety and oversight functions, while operations work remains labor-intensive and requires specialized skills that are harder to replace. GM Bonner reported that interment and appointment trends have remained consistent over the past four to five years, while the budget and workforce have increased by approximately one-third. GM Bonner reviewed efficiencies already implemented and stated additional workload has increased due to items such as awards, software, training and development, and communications.

GM Bonner reported management completed an internal efficiency review and presented options to reduce costs, including reassessing certain administrative assignments and temporary positions, shifting quality control checks from every service to spot checks based on performance, and evaluating operational changes such as allowing headstone vendors to install headstones with District marking, reducing security coverage during certain periods, returning shade and chair service to an optional add-on, and adjusting lot selection practices to reduce staff time. GM Bonner also noted potential savings through consolidating landscape and arbor agreements and other contract expansions, including exploring additional support for families in locating loved ones.

The Board thanked GM Bonner for the presentation.

## 2. CONSENT CALENDAR.

### 2.1 Exempt Staff Overtime Report

Overtime related to Mother's Day event coverage

***Staff Recommendation:** Staff recommends the Board approve the overtime payout as presented within the scope of District policy.*

**Financial Analysis:** The overtime cost is \$734.24. The amount will come out of the 6515- Overtime Expense line item that as of the May financial report had \$23,406.96 in available funds.

**Motion: Coronel – Move approval**

Second: Underwood

Yes: All in favor

Abstain: None

No: None

Absent: None

Vacant: One Board seat

Motion passed.

**3. ACTION ITEMS**

**3.1 Fee Study Revisions and Customer Savings Options**

Efficiency study outcomes from post discussion evaluations

**Staff Recommendation:**

**Financial Analysis:**

**Discussion:** GM Bonner reviewed efficiency adjustments to the pricing sheet following the Executive Review and proposed making chapels and chairs optional for a potential \$200 savings. GM Bonner also reviewed single versus double interment pricing, noting the second interment with a double vault could decrease by \$350. The Board directed staff not to pursue privatizing headstone setting.

Board discussion ensued regarding keeping chapels and chairs as a standard service and shifting quality control checks from every service to spot checks while maintaining accountability and service quality. GM Bonner requested approval of the updated proposed fees and spot-check approach, and staff recommended adjusting first and second interments and disinterments, including proposed reductions of \$230 and \$425 for ground and niche burials. GM Bonner reiterated that, going forward, the compensation study should precede the fee study.

**Motion: Vossler – Move for approval with staff recommendations**

Second: Rosales

Yes: All in favor

Abstain: None

No: None

Absent: None

Vacant: One Board seat

Motion passed.

**3.2 Road Construction Procurement**

Authorization to return to bid to satisfy requirements of federal funding

**Staff Recommendation:** *Staff is recommending the Board of Trustees:*

1. *Authorize the termination for convenience of the existing construction contract with Command Performance Constructors, Inc. for the 2024 Pavement Rehabilitation Project: and*
2. *Direct staff to prepare and advertise revised federally compliant bid documents for the Pavement Rehabilitation Project consistent with applicable federal procurement requirements, including 2 CR Part 200 and Build America, Buy America (BABA) provisions.*

**Financial Analysis:**

**Discussion:** GM Bonner provided a road construction procurement update and noted the HUD federal funding includes procurement requirements that were not included in the original bid notice. GM Bonner stated legal counsel advised rebidding the project under federal standards to avoid protest risk and protect the funding. Counsel Campos noted proceeding under the current contract could fail a federal audit and require repayment of funds. GM Bonner reviewed financial impacts, noting the original bid was approximately \$1.3 million and a rebid may increase costs to about \$1.6 million, with the \$1 million federal funding helping offset the increase. Counsel Campos noted there could be potential termination damages, though the vendor had not yet responded; GM Bonner stated exposure is expected to be limited.

**Motion: Coronel – Move for approval of staff recommendation**

Second: Underwood

Yes: All in favor

Abstain: None

No: None

Absent: None

Vacant: One Board seat

Motion passed.

*Meeting was adjourned to closed session at 8:59 a.m.*

#### **4. CLOSED SESSION ITEMS**

##### **4.1 CONFERENCE WITH LABOR NEGOTIATORS**

Agency Designated Representative(s): General Manager

Unrepresented Employee(s): All Unrepresented Employees

##### **4.2 CONFERENCE WITH LEGAL COUSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(d)(1)

Olga Castaneda Torres v. Coachella Valley Public Cemetery District, et al.

*Meeting resumed from closed session at 10:21 a.m.*

Counsel Campos reported received direction, no reportable action taken.

GM Bonner reported Finance Manager Winder requested adding a future agenda item to revise contract terms to allow only one Rights Holder per contract, rather than co-owners, to help prevent disputes. Finance Manager Winder cited a recent example where co-owners could not agree after one owner's interest passed to a next of kin, making the lot unusable, and noted this concern would not typically apply to spouses, as rights generally pass to the surviving spouse. The Board approved adding the item to a future agenda.

Chair Rosales commented that he provided opening remarks at the Memorial Day event.

Vice Chair Vossler noted the Memorial Day event went well.

Trustee Coronel submitted a list of attended events since March 2026 and reported the Memorial Day event was well attended, with approximately 200 people present. Trustee Coronel reported meeting with the Commander of the Coachella Valley Purple Heart Memorial and the State Vice Commander at the event. Trustee Coronel requested a future agenda item to consider establishing a Veterans Advisory Committee, which was supported by Trustee Underwood. Trustee Coronel also reported plans to attend the upcoming Dr. Carreon luncheon and stated he will provide details to Clerk Winder, and noted interest in attending the GCVCC Board Installation.

Trustee Underwood reported attending the GCVCC State of the Indio Business Community with Chair Rosales and noted the cemetery's public image has improved significantly in a short time. Trustee Underwood also reported attending the Memorial Day event, where he met a consultant who offered to analyze District management and the Board at no cost and provide a report. Trustee Underwood requested the item be considered for a future agenda, and Trustee Coronel supported the request.

## **5. ADJOURNMENT**

Meeting was adjourned at 10:30 a.m.

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

Friday, June 12, 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.