Coachella Valley Public Cemetery District
Special Trustee Meeting
Friday, May 17, 2024
8:00 a.m.

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District ("District") will take place at 74760 Hwy. 111, Suite 100, Indian Wells CA 92210.

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to **Info@cvpcd.org**. Transmittal **prior** to the start of the meeting is required.
- Any correspondence received will be distributed to the Board of Trustees.
- You may also provide telephonic public comments by calling the District Cemetery Office at **(760) 398-3221** and leaving a voicemail by **no later** than **4:00 p.m. on Thursday, May 16, 2024.**
- Correspondence and voicemails received will be retained for the official record.
- Public comments are limited to three (3) minutes.

CALL TO ORDER:

Chair Rosales: _____ Vice Chair Vossler: _____

Trustee Coronel: _____ Trustee Underwood: _____ Trustee Rios:_____

FLAG SALUTE

MOMENT OF SILENCE

PUBLIC COMMENT: The Coachella Valley Public Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. All persons wishing to speak must inform the clerk in advance of the start of the meeting. Public comments are limited to three minutes per speaker.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees Members may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.

AGENDA

1. **PRESENTATIONS:** Presentations are informational only. Items may be discussed, but no action can be taken.

   1.1 Presentation by Joshua Bonner
   2023-2024 District Annual Report and Review of Key Data

1.2 Presentation by Sherry Winder & Joshua Bonner
2024-2025 Proposed District Budget

2. **CONSENT CALENDAR:** Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.

2.1 Trustee Minutes
a. Regular Board Meeting – April 12, 2024

2.2 Finance and Administration
a. Approval of Expenditures – Checks and ACH transactions as detailed April 2024
b. Investment Report
c. Budget to Actual April EOM

2.3 Administration Building Roof Repair
Routine maintenance as approved in the 2023-2024 Capital Budget

2.4 Vehicle Decommission
Ford 350 Dump Truck

3. **ACTION ITEMS:** Prior to action of the Trustees, any member of the audience will have the opportunity to address the Trustees on any item listed on the agenda, including those on any consent calendar. PLEASE SUBMIT A REQUEST TO SPEAK TO THE CLERK IN ADVANCE.

3.1 Recommended Tree Removal
Remove diseased and compromised trees on property

3.2 Establishment of Fee Study and Compensation Study Cycles
Proposed cycles for completion of studies

3.3 Public Restroom Service Modification
Expansion of cleaning schedule and installation of hand blowers

3.4 Resolution Adopting 2024-2025 Board of Trustees Meeting Schedule Proposed
Board meeting schedule for July 2024 through June 2025

3.5 Accounting Services Contract
Adoption of service contract for accounting and financial oversight services

3.6 Palm Tree Grove
Long term strategy for existing palm tree grove

3.7 LAFCO Vote
Vote for LAFCO Commission Eastern Riverside County

4. INFORMATIONAL ITEMS: Information items are non-action items presented to the Trustees for their information.

4.1 Dia de los Muertos Event Modifications
Potential changes to promotional items and stage presentations

4.2 Dia de los Muertos Sponsorships
Possible sponsorship opportunities to offset event expenses

4.3 Creation of District Foundation
A nonprofit entity to support the work of the District

4.4 District Award Nomination Process
Criteria for submitting an award nomination for Board approval

4.5 Pension Funding Policy
District policy on pension and OPEB funding

4.6 Public Tours
Establishment of regular public District tours

4.7 Travel and Reimbursement Policy
Review of lodging and meals sections

4.8 Wreaths Across America Program
Possible District participation in the program

4.9 Adjustment to District Rules and Regulations
Policy addressing the opening of caskets on District property

4.10 Memorial Item Weight Limit
Consideration of weight restrictions for memorial items

4.11 Cafeteria Plan Adjustment
Review of District contributions to health care

4.12 Adjustment to Procurement Policy
Consideration of Minor Contract and General Manager spending thresholds

4.13 Disposition of Flower Easels
Charge for transfer and storage of flower easels

4.14 Capital Management 10 Year Plan
Discussion of changes to 10-Year projected capital spend

4.15 Mission Statement
Review of current Mission Statement

5. **TRUSTEE/GENERAL MANAGER COMMENTS:** Trustees and the General Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees consideration, among other things.

5.1 Trustee Comments and Event/Function Report Out

5.2 General Manager Report

6. **CLOSED SESSION ITEMS:** The District may adjourn to a closed session to consider litigation matters, personnel matters, or other matters as provided for in the Ralph M. Brown Act (Section 54940 et seq. of the Government Code).

6.1 Public Employee Performance Evaluation
Title: General Manager

7. **ADJOURNMENT**

Any person with a disability who requires accommodations in order to participate in the meeting should telephone District Cemetery Office at (760) 398-3221, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Coachella Valley Public Cemetery District and the foregoing agenda was posted at the District office and the scheduled meeting place on Monday, May 13, 2024.

_____
Sherry Winder, Clerk of the Board