

Coachella Valley Public Cemetery District
Special Meeting
Wednesday, January 27, 2021
5:00 PM

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) will take place at via zoom only, on Wednesday, January 27, 2021. All members of the Board of Trustees and staff will be in attendance virtually. Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting will also be conducted via teleconference by Zoom.

Meeting ID: 768 5761 1986 **Password:** 9SbFpE

<https://us04web.zoom.us/j/76857611986?pwd=aEJCDFLbnhFRDdGZGlqTDNmVIUxZz09&from=addon>

- Submit your public comments to the District Cemetery Office electronically. Material may be emailed to **CoachellaCemetery@gmail.com**. 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 3:00 p.m. on Wednesday, January 27, 2021.**
- 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: Anyone wishing to address the Trustees on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must inform the clerk in advance of the start of the meeting. There is a three-minute limit on public comments.

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.

ADDITIONS TO THE AGENDA: Government Code section 54954.5(b)(2) provides “upon a determination by two-thirds vote the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)”

AGENDA

1. **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.
 - None

2. **TRUSTEES 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.
 - 2.1 Authorize the Chairman of the Board of Trustees to take all necessary steps and actions relating to the emergency procurement of burial vaults.

3. **INFORMATIONAL ITEMS:** Information items are non-action items presented to the Trustees for their information.
 - None

4. **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).
 - 4.1 THREAT TO PUBLIC SERVICES
Pursuant to California Government Code Section 54957
Consultation regarding COVID-19 (Coronavirus) impacts to public facilities and services

5. **TRUSTEES 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.

6. **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 Tuesday, January 26, 2021.

Kathryn Herrera, Clerk of the Trustees

Coachella Valley Public Cemetery District

DATE: Wednesday, January 27, 2021
TO: Board of Trustees
FROM: Marcos Coronel, Trustee
SUBJECT: Item 2.1: Authorizing the Chairman of the Board of Trustees to take all necessary steps and actions relating to the emergency procurement of burial vaults.

BACKGROUND

On Tuesday, January 26, 2021, staff at the Coachella Valley Public Cemetery District (CVPCD) notified Chairman Rosales and Vice-chairwoman Vossler of a shortage of cement burial vaults (CBV).

CVPCD's regular supplier, Whited Cemetery Service, was contacted in order to place a new order and staff was informed that their orders have a 3-to-4-week delay. Staff estimates that CVPCD currently has enough CBVs to supply the burials for the week of January 25th through January 29th.

Absent emergency action by the Board of Trustees, staff will have no choice, but to start rescheduling burials; this action could potentially cause a six-to-eight-week delay in the burials of our constituents. CPVCD currently has a three-to-four-week lead time for burials given our reported 50% to 60% increase in services.

FINANCIAL ANALYSIS

The fiscal is not known at this time. It is recommended that the Board of Trustees authorize the Chairman of the Board a budget of \$125,000 to ensure sufficient resources are available to achieve the intent of this emergency action.

RECOMMENDATION

- 1) Make a finding that an emergency exists and waive the bidding and purchasing methods requirements outlined in the District's Purchasing Policy. **(4/5 votes required)**
- 2) Grant the Chairman of the Board necessary administrative and procurement authority to effectuate the procurement, replacement, manufacturing and/or substitution of cement burial vaults.
- 3) Direct General Counsel to assist in the fulfillment of this emergency action.
- 4) Authorize the Chairman of the Board to develop, engage and facilitate regional cooperative agreements with Riverside County Cemetery Districts, and/or other strategic partnerships to assist in the fulfillment of this action.
- 5) Authorize the Chairman of the Board of Trustees a-not-to-exceed amount of \$125,000 to achieve the direction of the Board of Trustees relating to this action.

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- 6) Authorize the Chairman of the Board of Trustees, should it become unavoidable, the authority to redirect and direct, and if necessary, suspend the burial schedule of the Coachella Cemetery.

ALTERNATIVES

- a) Deny the recommendations.
- b) Modify the recommendations and provide directions.