

Coachella Valley Public Cemetery District
Special Meeting
Friday, June 25, 2021
8:00 AM

A Board Meeting of the Governing Board of the Coachella Valley Public Cemetery District (CVPCD) will take place **on Friday, June 25, 2021, at 8:00 AM.** Pursuant to the Executive Order N-29-20 as a result of COVID 19, this meeting will be conducted via teleconference by Zoom.

Meeting ID: 815 2086 4093 **Passcode:** 1234

CLICK LINK BELOW TO JOIN MEETING:

<https://us02web.zoom.us/j/81520864093?pwd=N2Vya1F3TWf6WmpwQmZtMGxYK1V5dz09>

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 3:00 p.m. on Thursday, June 24, 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.
 - 1.1 Adoption of Professional Services Agreement – CPA
Recommendation to Approve Professional Services Agreement with M. McCue, to provide Administrative Service Director services to the District in an amount not to exceed \$185,000.00
 - 1.2 Purchase of Portable Chapels
Request to purchase new temporary shade structures, also referred to as a “portable chapel”
 - 1.3 Purchase of Cemetery Services Equipment
Request to purchase two (2) kits for methods of reliable transporting and lowering.
 - 1.4 Heat Illness Prevention Policy
Request to Adopt Heat Related Illness Prevention Policy due to excessive heat warnings as qualified by Cal/OSHA in order to keep CVPCD employees and workers safe during times of excessive heat.
 - 1.5 Authorizing the General Manager to Contract with Robert Half Staffing Agency for Executive Administrative Support Staff
 - 1.6 Request for Supplemental Funding in the Amount of \$15,000 for the Administrative Offices/Board Room Renovations
 - 1.7 Authorize the General Manager to Identify and Procure Professional Electrician Services for the District’s Security Camera Installation Project

2. **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 Adoption of District Seal
Request to adopt a proposed seal design
 - 2.2 Music Vendor Policy
Request to adopt a live music vendor policy as a prerequisite for live performances on CVPCD grounds

2.3 Headstone Retention Policy
Request to dispose of unclaimed headstones after removal and disposing of headstones still in cemetery possession

3. **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).

3.1 THREAT OF LITIGATION
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
One (1) potential case

4. **TRUSTEE 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. **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 Thursday June 24, 2021.

Kathryn Herrera

Kathryn Herrera, Clerk of the Board of Trustees