

The Board of Trustees met on March 23, 2020 at the office of the cemetery. Meeting was called to order by Pres. Richard Phipps at 2:30, followed by the Pledge of Allegiance to the flag.

Roll call: Richard Phipps and Doris Morgan present in the district's office. Sandra Van Dyke attended via teleconference from her home.

Minutes from the January 27, 2020 were read and approved. Richard moved to approve, 2nd by Sandra. Doris abstained due to previous absence. Motion carried.

No public comment.

Treasurers report: Mechanics Bank—February 29 balance \$169,763.54, Provident February 29 balance \$196,639.46.

Manager's report: The Niche project is currently paused due to design changes. The manager had closed the older portion of the cemetery due to the lack of confirmed vacant space for additional burials, and assurance of meeting pre-need obligations. The Board decided to leave it open for at-need burials, and revisit the topic in one month's time, due to individuals who had already express the desire to purchase near existing family members. There was some discussion regarding variances for families with payments for burials originating from the Victims of Crimes. Also reported where measures put in place to protect the public and staff from Covid-19. All volunteer projects had been suspended, the office was closed to the public, appointments must be made for business such as at-need arrangements. The service area closed for services, but offered at a later date for gatherings and services. Direct burials will be provided until the Health Department & governor's orders are rescinded.

Board moved into closed session with the manager at 3:20 p.m., and reconvened open session 3:50 p.m., and reported that should an employee contract Covid-19, or be placed in mandatory quarantine, the cemetery will pay their regular pay for 2 weeks. The manager also has the authority to extend at her discretion.

Meeting adjourned at 4:00.

Next meeting April 28, 2020.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandra Van Dyke".

Sandra Van Dyke

Palo Verde Cemetery District

Manager's Board Report

March 23, 2020

Burials performed for July 2019 – to date:

Month	Cremations	Burials (casketed)	Total Burials
July	1	3	4
August	1	3	4
September	3	3	6
October	2	2	4
November	2	5	7
December	2	5	7
January	1	5	6
February	1	6	7
March	3	5	

The Harassment Prevention Training has been completed by the staff and board members. Those still needing the Ethics training it can be acquired at: localethics.fppc.ca.gov. Once completed the certificate will need to be posted to the website.

I've met with Mark from HonorLife. He's recommended a design change and has provided us with the drawing for it. I've met with all board members independently, and have discussed these changes. On the whole we are all agreed that this new design doesn't fit our needs, and I'll be working with Mark on the placement of the first phase, and it must take into consideration the expansion portion in the future.

All Form 700's had been gathered and submitted.

Friends has not yet had the opportunity to submit the grant application.

Pontem is moving to the next phase of our mapping project this week, very exciting!

The previous recommendation by management on January 27, 2020 regarding the restricted/closure of the "old" part of the cemetery (specifically A through L and B through K). I have reviewed the policy manual and the determination fall on managements shoulders. Unless there are objections by the Board, I'm closing these areas to further sales or burials. With 2 exceptions we have 18 locations by individuals who are in the process of establishing pre-needs, and the use of the developed roadways for at-need only.

We had offered to host the march 19, 2020 area meeting. Another cemetery had made the same offer and it was decided that it would be held at their location. We will be hosting in the spring of next year. This meeting was later canceled due to the Corona virus.

I did attend the annual CAPC conference, and always there's an overwhelming amount of information. I have opted to share this experience with the board at the next board meeting as another matter is of utmost importance.

As there is no escape of the obvious change in our everyday lives due to the Corona virus/Covid-19, you are most likely aware of some restrictions that have been put in place. On March 16, 2020 an order of the Health Office of the County of Riverside canceled all gathering with expected presence above 10 individuals. The wording: "All gatherings within the jurisdiction of the Public Health Office of the County of Riverside with an expected presence of at least 10 individuals...are hereby **prohibited**, regardless of venue." It goes on to order that even for gatherings below this size social distancing of six feet between attendees must be maintained or the gathering is prohibited. This order has been interpreted a couple of different ways. Number 3 states. "This Order does not apply to...critical county, city and special district operations..."

I placed a call to the Health Department in Riverside following the order on March 16, 2020 for some clarification. In regards to funeral services, they are viewed no differently than weddings, and should be postponed. (note this was prior to the order the stay at home).

On March 19, 2020 Governor Gavin Newsom signed an Executive Order (N-33-20). Californian's must stay at home unless they are essential employees, go to the market, seek medical care and supplies. The list is limited and intended to help reduce exposure of community members, and in return reducing cases. The results are expected to flatten the curve, and keep from overloading the health care system and resources, as well as shorting this crisis overall.

Despite individual personal feelings regarding the severity of this virus. It is so ordered by the powers that be, and **law that is punishable by fine, imprisonment, or both.**

When looking at key components regarding why cemetery workers are considered essential. It's very simplistic really, we are regulated mostly by the Health and Safety Code. Whether the grass gets mowed is of little importance in the middle of a health crisis. Burials are, as it's a vehicle for exposure reduction. Unclear in this instance, but history has shown it to be so during pandemic/epidemics.

Every member of the staff is wanting our families to have the ability to hold services, and gather and console each other. To get a starting place for healing. Stand for a moment in their shoes...it's brutally painful, and that's minus the emotional attachment they have for their loved one. However, despite that we are mandated by law, and ethics to follow the order to protect the community, and the staff. So how to do this and meet their needs?

I'm going to selfishly speak of the staff first. I have suspended all the office volunteer's projects until further notice. We have limited staff, their health and well being needs to be protected so that we may fulfill our duties. We have yet to close the office, and may need to consider closing it to the public. With At-needs by appointment only, and only 2 family members permitted with social distancing practices used. Monthly payments can be mailed or taken one client at a time. We truly don't have heavy office traffic **most** of the time. Signage regarding calling in prior to visit, fevers and coughs...don't visit. We can handle some items by phone, fax and email.

Services as per order need to move to the mandated no more than **9** including clergy, with social distancing. Control of crowds are always difficult, especially during such and emotional time. Compliance with the Governors order by the attendees would be helpful. However, a plan would need to be developed should they be so inclined. Perhaps a guest list and only those are admitted. the only way I can think this can be done is by closing the gates for services. The Chief of Police and the Mayor have publicly stated they will do their part in regards to compliance.

The other option would be to have direct burials only, allowing the clergy to bless the grave, and offer the use of the service area in the future after the order is rescinded for the celebration of their loved one. I think this is the best option considering the circumstances.

For us to comply on site: the benches can be removed from the service area, and chairs placed 6 feet apart. No more than 9 in attendance, and social distancing. We would suspend the use of the sound equipment for sanitation purposes. We will need to ensure all things touched will be cleaned often. (With our limited supplies, more ordered but due to the demand it may be awhile).

Other cemeteries have gone so far as to only have one grounds man, and one office staff member present on the grounds at a time to reduce the exposer. This is something to think about. If one by chance gets infected and exposes the others, we are all to be quarantined for 14 days. The ground's personnel exposer to the public is much smaller except during services.

Handouts:

January Financial information

Health Office of the County of Riverside – Order dated March 16, 2020

Executive order N-33-20 by Governor Gavin Newson

The meeting's schedule:

Area Meeting – September 17, 2020 (proposed date, location to be announced)

CAPC Education Seminar – October 9, 2020 Sacramento, CA


63rd Annual CAPC Conference 2021 San Diego, CA

CAPC Education Seminar – October 8, 2021 San Luis Obispo, CA


Palo Verde Cemetery District
Board of Directors Meeting

March 23, 2020

Sign In Sheet



[Handwritten signature]



Jacqueline Hane

Palo Verde Cemetery District Board of Directors Meeting

AGENDA

March 23, 2020

2:30 pm at

Palo Verde Cemetery District Office
343 W. 10th Ave.
Blythe, CA 92225

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Minutes review and approval – January 27, 2020
- e. Public Comments
- f. Treasurers Report: Provident & Merchants Bank
- g. General Manager's Report
- h. Action and Information Items
 - (1) Unfinished Business
 - Niches – Project progress
 - Report on restricting/closing sales in A-I and B-K
 - Friends of Palo Verde Cemetery – Equipment Grant Request update
 - (2) New Business
 - Fee Schedule due to price increase of vaults
 - Victims of Crimes burial payment variance request
 - COVID-19 procedures and restrictions
 - Measures to protect the public and staff
 - Services and compliance with the Governors order
 - (3) Closed Session
 - Personnel
 - (4) Resume Open Session and report
- i. Items for Future Agendas
- j. Board Comments
- k. Announcements
- l. Adjournment