

Elsinore Valley Cemetery District

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FALL REVIEW

September 2021

Elsinore Valley Cemetery District Happenings

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18170 Collier Avenue

Lake Elsinore,

California 92530

Temporary Office Hours

Monday-Friday

6:30 AM – 2:00 PM

by appointment

Temporary Grounds Hours

7 days a week

8:00 AM to 5:00 PM

Acting District Manager

Stephanie Garcia

Chair

Karen Snyder

Vice-Chair

Charles Bryant

Trustee

Jeanie Corral

Trustee

Janice Jackson

Trustee

Rose Tompkins

FINANCE

- It is the responsibility of the District Board to spend and utilize tax payer monies wisely and diligently. In order to manage those funds and to keep efficient records, the District established the position of Chief Financial Officer. It is the CFO's responsibility to complete monthly reports, process accounts payable and payroll, work with the District's investment advisor, assist with the annual mandated audit, provide information to the Board Finance Committee and to the entire Board, as needed, and complete any other finance related duties.
- New to District operations is the Board Finance Committee. The Board Finance Committee assists with the preparation of the annual district budget with the assistance of the CFO and Board input. The Committee reviews the budget every 6 months and makes recommendations to the Board regarding any needed transfer of funds, and briefs the Board on the overall financial condition.
- Elsinore Valley Municipal Water District has confirmed that EVCD is eligible for the commercial rebate program offered by EVMWD. Staff will work with their representative to start the application process.
- EVCD took advantage of the promotion by Costco for a new Merchant Credit Card and received a \$200 Shop card. The promotional card will be used for supplies.

EQUIPMENT

- Providing and maintaining the right equipment for employees is one of the District's main responsibilities. Maintenance schedules have been established and major heavy equipment has had their annual service. Old, outdated equipment has been assessed for possible replacement over continued repair. Over the past few months, the District has started using local vendors, when possible. Vendors make on site repair visits when necessary.
- A new Toro Twister and Riding Mower were delivered in September 2020. Old equipment is on consignment or will be scrapped. Any monies realized will be placed in the equipment replacement fund.
- The multi-purpose matting system has been replaced due to use, old age and damage. Staff was able to make contact with a vendor so the crew has new matting equipment.
- Hand tools are replaced as needed.
- A water cooler and microwave were purchased for the work-release participants. A used refrigerator was purchased for \$100 to replace the one that had stopped working in the employee work area.
- Office updated.

SAFETY

- Safety issues are discussed at the weekly employee/management meeting.
- Safety for employees as well as visitors is important to the District. If employees report a safety issue, it is management's responsibility to address and ameliorate the problem. Wrist braces and other body part braces were recently purchased. All needed safety equipment is provided, along with training on how to use it.
- Defibrillators are on site in case of emergency to staff or visitors.
- Fire extinguishers are serviced annually.
- ADA dot pads have been installed where needed for the safety of employees and visitors.
- Old, out of date and misplaced signs have been replaced with new signage.
- Garage door motors have been installed in the work area. All staff has been trained including emergency shut-off and manual opening procedures in case of fire.

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SECURITY

- Cameras are in place throughout the grounds.
- All visitors to the cemetery have access to rules and regulations relating to their attendance at burials and regular visits.
- The Riverside County Sheriff lends assistance with issues, if needed.
- The Office and Maintenance Shop area are alarmed and well lighted.

GROUNDS IMPROVEMENT

- Several projects have been completed to improve and enhance the appearance of the Cemetery. The District replaced and/or planted 276 shrubs along Collier Avenue to the corner of Riverside. New fencing was placed and waterlines added.
- Other plants and shrubs that needed replacing have been removed, and those that can be "revived" are tended to in the work area for future use.
- New grasses and plants were placed in the flag area close to the Committal Center. The new greenery enhances the area and brings attention to the veteran's memorials. Plans are in the works to replace the concrete circle around the flags, tool room floor and the Committal Center floor.
- The Tree of Life sculpture has been placed near the entrance of the cemetery. The metal decorative panels were cemented behind the tree and plantings added. The District has received many compliments for the metal/artwork.
- The lawn mower wash rack has been extended to fit all machines.
- The Pat Nakai Memorial Fountain area has been reworked. The fountain now sits on a cement foundation and former Board Member Memorial has been relocated there.



COMMUNITY RELATIONS

- Client relations continue to improve as Staff reaches out to make all visits comfortable and calming. The office has been newly painted and provides a professional and peaceful environment where clients can be assured that their needs are met. Clients and visitors to the cemetery are provided with rules and regulations. New procedures are provided, as needed.
- The District is anxious to recognize our veteran's groups and welcomes any assistance they can give to the District. The District is open to suggestions for improvements from any member of the general public.
- The District honored our veterans at the re-dedication of the stone donated by VFW Post 1508. In a gesture of good will, Louie's Nursery donated a green box ash tree under which the stone was placed. VFW POST 1508 volunteers patched and painted the cross which is adjacent to the Committal Center.
- Veterans were on hand to assist with the annual Memorial Day Flag Placing Event by local boy scout troops. The boy scout troops received a certificate of appreciation from the Board of Trustees.
- The District conducted a headstone decorating contest during the Christmas season. There was much enthusiasm from families whose loved ones have been placed with us. Prizes were donated and awarded for three winners.
- The rock/container project for Home of Peace Jewish Cemetery has been completed. Jewish visitors to the cemetery have given us their approval.
- Relations with local funeral homes have improved. During the past year, necessary changes have had to be made to our procedures and we have received cooperation.
- EVCD is currently working with Highpointe Care LLC, which provides programs for developmentally delayed individuals ages 18 to 59. Highpointe Care provides "life skill coaches" for the 2 hour blocks of time when the individuals are on site performing light duties and learning life skills. District Counsel has reviewed all agreements and workers' compensation and liability issues.

COOPERATION WITH OTHER PUBLIC AGENCIES

- The District has had the assistance of Animal Friends of the Valley to remove unwanted visitors such as possums, cats and raccoons. Security alarms have lessened with their departure. Rabbits remain...
- Cal-Trans was contacted regarding the clean-up of the ditch which abuts cemetery grounds next to the freeway. They responded and the District has established rapport with their office.
- The District continues to work with Elsinore Valley Municipal Water District regarding water service.
- EVCD participates in the Riverside County work-release program.
- The City of Lake Elsinore has responded for requests to clean areas adjacent to the cemetery. EVCD is currently working with the City to have Riverside Drive paved.

EMPLOYEE RELATIONS

- The staff break eating area was upgraded with the purchase of new tables. A new foundation was poured upon which they were placed.
 - A Christmas luncheon for all staff members and Board was held in mid-December. All enjoyed the decorations, tree, secret Santa gifts and food.
 - New jackets for grounds staff were ordered. New employee uniforms are being explored.
 - Suggestions for grounds and working improvements are welcome from all staff. Safety issues are discussed at the weekly employee/management meeting.
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