



ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE ■ LAKE ELSINORE, CA 92530

Karen Snyder, Chair
Rose Tompkins, Vice Chair
Thomas Buckley, Trustee
Janice Jackson, Trustee
Tim Underdown, Trustee

AGENDA

TYPE OF MEETING: Regular Special

DATE: March 14, 2019

TIME:

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND ELECTRONIC EQUIPMENT

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 674-2418. Notification 48 hours prior to the meeting will generally enable district staff to make reasonable arrangements to ensure accessibility under (28 CFR 35.102.35 104 ADA Title II).
All supporting documentation for this meeting is located at the District Office.
Agenda and Meeting Minutes are posted online at elsinorevalleycemetery.com

I. CALL TO ORDER BY _____

II. PLEDGE OF ALLEGIANCE BY _____

III. ROLL CALL BY _____

IV. PUBLIC COMMENTS – 3-minute maximum time per person

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

V. CONFIRMATION OF AGENDA

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

VI. CONSENT CALENDAR

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

A. Approval of expenditures

B. Approval of the Minutes

C. District Manager’s Report to include:

- Monthly calendar
- Incident reports if any (Incident Reporting Policy implemented)
- Status update on major projects

D. Operations Report

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

VII. NEW BUSINESS

A. Request for Proposals for District Manager

Recommendation – Board Direction

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

B. Approval of Interim District Manager Agreement

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

Recommendation – Board Approval

C. District Office Hours

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

Recommendation – Board review requested research material.

D. Request for Proposal: Auditor

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

Recommendation – Board review requested research material.

E. Consideration of approval of additional legal fees for personnel matters.

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

Recommendation – Board Direction

VIII. OLD BUSINESS

<p>1. Request for Proposal: Auditor Staff was directed to research and bring info. to this meeting.</p>	<p>2. Key Pad Entry for Office Staff was directed to contact a locksmith for estimate and bring info. to the Board meeting – 2/4 grounds men have office keys right now.</p>
<p>3. Project Priority List</p>	<p>4.</p>
<p>5.</p>	<p>6.</p>

IX. FUTURE AGENDA ITEMS

1. Nigro & Nigro (April 11, 2019) Presentation of Audit from December 19, 2018. Q & A session to be held after presentation.	2. Wedding Policy (update) Staff was directed to contact other cemeteries regarding their wedding event policies; contact EVCD insurance company for a separate endorsement on policy. Bring info. to this Board meeting.
3. Scanning Project (update) Staff to prepare an outline of proposed project.	4. Anderson Professional Services (April 11, 2019) Compensatory Time-off status report.
5. Office Furniture Arrangement Trustee Jackson suggests the office could use some remodeling.	6.

X. CLOSED SESSION

XI. STAFF COMMENTS

- Pomerado Cemetery – Local Area meeting
Thursday, May 16, 2019 at 10:00a.m. – 1:00p.m.
Attendee is requested
- Memorial Day Planning meeting at the First Assembly – Tuesday, March 19, 2019
(D. Enochs to attend)

XII. BOARD COMMENTS

Chair Snyder	
Vice Chair Tompkins	
Trustee Buckley	
Trustee Jackson	
Trustee Underdown	

XIII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for _____ at _____ a.m./p.m.

Motion by Trustee _____ Seconded by Trustee _____

Meeting adjourned at: _____