



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: April 11, 2019

TIME: 10:00a.m.

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 (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 online at [elsinorevalleycemetery.com](http://elsinorevalleycemetery.com)

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 but within the jurisdiction of the District. No action may be taken on items not on the agenda except as provided by law.

Number of attendants wishing to speak \_\_\_\_\_

Name \_\_\_\_\_, \_\_\_\_\_

V. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date. Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

**VI. CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by the one motion and a majority vote of the Board of Trustees. There will be no separate discussion or action of these items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar and acted upon separately by the Board.

A. Approve of the expenditures

B. Approval of the Minutes

C. Manager's Memorandum

- Monthly calendar
- Incident reports if any (Incident Reporting Policy implemented)
- Status update on major projects: i.e. Scanning and other

E. Operations Report

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

**VII. NEW BUSINESS**

A. Presentation with Q & A of 2018 Audit by Nigro & Nigro

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

B. Request for Proposal for 2019 Auditor

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

C. Request for Proposal for District Manager

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

D. Forensic Audit of Payroll

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

E. Request for work week to be changed to Monday thru Friday for Payroll.

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

F. District Check Signing

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

G. Office Building

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

H. Memorial Day

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_ Abstain \_\_\_

**VIII. OLD BUSINESS**

<b>1. Project Priority List</b>	<b>2. Scanning Project/Monitor (update)</b>
<b>2. Wedding Policy Outline</b> J. Cavanaugh to commence drafting Policy	<b>3.</b>

**IX. FUTURE AGENDA ITEMS**

<b>1. WebCemeteries Screen Share</b> (May 09, 2019) Discussion to view platform options offered	<b>2. Floor Plan and estimate for two office desks</b>
<b>3. Remodel of Office building</b>	<b>4.</b>

**X. CLOSED SESSION**

A. Public Employee Discipline/Dismissal/Release – Government Code Section 54957

**XI. STAFF COMMENTS**

Update from Memorial Day Planning meeting of Tuesday, March 19, 2019  
(D. Enochs, N. Flores and T. Underdown attended)

Pomerado Cemetery – Local Area meeting  
Thursday, May 16, 2019, at 10:00a.m. - 1:00p.m.  
Attendee is T. Underdown

Save the date  
2019 PCA Cemetery Alliance 25<sup>th</sup> Conference & Celebration at Tahoe City  
CAPC Partners on 2019 Special Legislative Days, May 21-22  
Sacramento Convention Center

**XII. BOARD COMMENTS**

Karen Snyder

Rose Tompkins

Janice Jackson

Thomas Buckley

Tim Underdown

**XIII. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for May 09, 2019, at 10:00a.m.

Motion by Trustee \_\_\_\_\_ Seconded by Trustee \_\_\_\_\_

Meeting adjourned at: \_\_\_\_\_