



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

## MINUTES

### REGULAR MEETING OF THE ELSINORE VALLEY CEMETERY DISTRICT BOARD OF TRUSTEES

**Monday, May 9, 2019**  
**Closed Session - 9:30 a.m.**  
**Open Session - 10:00 a.m.**

#### CALL TO ORDER

Chair Snyder called the meeting to order at 9:30 a.m.

#### PLEDGE OF ALLEGIANCE

Trustee Jackson led the Pledge of Allegiance.

#### BOARD OF TRUSTEES ROLL CALL

Present: Trustee Underdown, Trustee Jackson, Vice Chair Tompkins and Chair Snyder  
Absent: Trustee Buckley (*Trustee Buckley subsequently arrived at 9:39 a.m.*)

#### PUBLIC COMMENTS

There were no public comments.

#### CONFIRMATION OF AGENDA

Attorney Cavanaugh added two special needs items to the agenda to be discussed in closed session:


1. Pursuant to 54956.95 of the Government Code Public Employee Appointment - Title District Manager
2. Pursuant to 54956.95 of the Government Code Liability Claim by Jeff Kuether against EVCD.

Motion and second by Trustees Jackson/Underdown to add two items.

Motion carried 4-0 with Trustees Underdown and Jackson, Vice Chair Tompkins and Chair Snyder voting yes and Trustee Buckley absent.

#### ARRIVAL OF TRUSTEE BUCKLEY

Trustee Buckley arrived at 9:39 a.m.

Signed:  Date: 6/7/2019

**CLOSED SESSION**

The Board of Trustees entered Closed Session at 9:40 a.m.

- A. Closed Session pursuant to Government Code Section 54957 – Public Employment
  - Item 1: Public Employee Appointment - Title District Manager
  - Item 2: Liability Claims by Claimant Jeff Kuether against EVCD

The Board of Trustees returned from Closed Session at 10:12 a.m.

**OPEN SESSION – 10:12 a.m.**

Chair Snyder called the meeting to order at 10:12 a.m.

**REPORT FROM CLOSED SESSION**

- A. District Manager Appointment

Motion and second by Trustees Jackson/Chair Snyder to offer Vicki Warren the position as District Manager.

Motion carried 3-2, with Trustee Jackson, Vice Chair Tompkins and Chair Snyder voting yes and Trustees Underdown and Buckley voting no.

Attorney Cavanaugh noted he will email the board her contract.

Trustee Underdown and Chair Snyder will meet with District Manager Warren at 8:00 a.m. Friday, May 10, 2019 at the district office.

**CONSENT CALENDAR**

Chair Snyder made a change in the 4/24/19 minutes from meeting time of 10:00 a.m. to 9:30 a.m.

Motion and second by Trustees Jackson/Underdown to approve consent calendar with time change.

Motion carried 5-0.

**TRUSTEE TOMPKINS ABSENCE**

Trustee Tompkins left for a medical appointment.

Signed:  Date: 6/7/2019

**FORENSIC AUDIT OF PAYROLL**

Motion and second by Trustees Jackson/Tompkins to not perform a forensic audit of payroll.

Motion carried 5-0.

**CERTIFICATE TO FORMER TRUSTEE FRED CROWE**

Motion and second by Trustees Underdown/Buckley to direct Chair Snyder to frame a signed certificate and get it to the daughter for Mrs. Crowe.

Motion carried 5-0

**GOVPAYNET PRESENTATION (not on the agenda)**

Representative from Govpaynet stopped by to provide a presentation; asked to return at another time, with follow up by District Manager.

**NEW AUDITOR**

Motion and second by Trustees Underdown/Jackson to table item for direction by District Manager.

Motion carried 5-0

**MOVING OF CURRENT NICHE WALL**

Motion and second by Trustees Jackson/Tompkins to not move the niche wall.

Motion carried 5-0

**STUCCO/PAINTING OF OFFICE BUILDING**

Motion and second by Trustees Underdown/Jackson to table for direction by District Manager.

Motion carried 5-0.

**PROJECT PRIORITY LIST**

Tabled for discussion with District Manager.

**COMPLAINT RE HOME OF PEACE**

Discussion of complaint received regarding placement of a Gentile in the Jewish cemetery. Chair Snyder will contact County with an update. Resolution of issue and further discussion tabled for District Manager involvement.

Signed: (u) Date: 6/7/2019

*(Break at 10:46 a.m. prior to the presentation by Webcemeteries.com for our Website; meeting resumed at 11:00 a.m.)*

**PRESENTATION BY WEB CEMETERIES**

Pricing for standard hosting monthly fee of \$39.00, robust is hosting monthly fee of \$59.00 after set-up fee of \$2,500.00. Robust allows full editing by our staff plus other special features, where the standard has only editing by the host on the East Coast.

Decision and further presentation will be held with new District Manager.

**FUTURE AGENDA ITEMS**

Wedding Policy Attorney Cavanaugh drafting a policy with District Manager	Ordinance of no alcohol Attorney Cavanaugh drafting policy with District Manager
Scanning Project Stephanie will discuss with District Manager	New Niche Complex
Floor Plan and office furniture District Manager will make decision	Web Cemeteries platform


**CLOSED SESSION** - Closed session was moved to first on the agenda per Attorney Cavanaugh and approved by board.

**STAFF COMMENTS**

Attorney Cavanaugh updated the Board of the recent unemployment hearing status. He commented on the reply from our Insurance Carrier on a packet the board requested be given to them to preview. He also thanked Trustee Underdown for stepping forward to help us out the last few weeks.

**BOARD COMMENTS**

Chair Snyder	Budget is due in June. ADP cancellation: letter to be written by Attorney Cavanaugh. Jewish Cemetery section complaint: Attorney Cavanaugh will research. Students requesting to interview our cemetery. Phone calls were returned and direction given to the students. Thanked Tim for his help.
Vice Chair Tompkins	(Vice Chair Tompkins left for a medical appointment at 10:27 a.m.)
Trustee Buckley	Thanked Tim for his help. Queried: Vicki is going to be here Friday? And the contract is going to start when? Confirmed contract will be emailed. Requested a SBM to meet and greet with the new District Manager. A short discussion

Signed:  Date: 6/7/2019

	followed with a tentative date/time of May 13th at 10:00 a.m. Requests Chair Snyder respond to the 3rd candidate thanking her for applying.
Trustee Jackson	Thanked Tim for his help.
Trustee Underdown	No comments.


**ANNOUNCEMENTS**

The next Regular Board Meeting for the Board of Trustees is scheduled for June 13, 2019 at 10:00 a.m.


**ADJOURNMENT**

Chair Snyder adjourned the meeting at 11:28 a.m.

Respectfully Submitted,



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Vicki Warren, District Manager

Signed:  Date: 6/7/2019