



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

Thursday, June 13, 2019
Closed Session - 10:00 a.m.
Open Session – 10:30 a.m.

CALL TO ORDER

District Manager Warren called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

District Manager Warren led the Pledge of Allegiance.

BOARD OF TRUSTEES ROLL CALL

Present: Trustee Underdown, Trustee Buckley, Trustee Jackson, Vice Chair Tompkins and
Chair Snyder
Absent: None.

PUBLIC COMMENTS

There were no public comments.

CONFIRMATION OF AGENDA

Motion and second by Trustees Jackson/Tompkins to confirm Agenda.

Motion carried 5-0.

CONSENT CALENDAR

Motion and second by Trustees Jackson/Tompkins to approve consent calendar.

Motion carried 5-0.

2019-2020 PROPOSED BUDGET

District Manager Warren asked that this agenda item be tabled until the June meeting to allow extra time for meeting with the accountant.

Signed:  Date: 7/17/2019

Motion and second by Trustees Underwood/Tompkins to approve tabling of the budget review.

Motion carried 4-1 with Trustees Underwood and Jackson and Vice Chair Tompkins and Chair Snyder voting yes and Trustee Buckley voting no.

ATTENDANCE AT PCA CONFERENCE

Chair Snyder asked if anyone other than District Manager Warren wanted to attend the August conference. Trustee Underdown indicated he might be interested but will need to wait until the redistricting has been decided.

Motion and second by Trustees Jackson/Buckley to approve attendance by District Manager Warren plus Trustee Underwood depending on redistrict decision.

Motion carried 5-0.

AUTHORIZATION TO PURCHASE OFFICE FURNITURE

Motion and second by Trustees Jackson/Buckley to approve an amount up to \$6,000 to purchase office furnishings.

Motion carried 5-0.

UPGRADE TO WEBSITE

Motion and second by Trustees Tompkins/Jackson to use the District's current provider, WebCemeteries, to upgrade the District's website to an ADA compliant and more efficient web presence.

Motion carried 5-0.

CHANGE TO STRICT PAID TIME OFF SYSTEM

Motion and second by Trustees Jackson/Tomkins to switch from the current vacation and sick days system to a straight paid time off system for all staff.

Motion carried 5-0.

AUTHORIZATION OF REFUND

Motion and second by Trustees Tompkins/Jackson to give a \$300 refund for an incomplete interment.

Motion carried 5-0.

AUTHORIZATION FOR 15-MEMBER FAMILY PLOT

Signed:  Date: 07/17/2019

Attorney Cavanaugh was asked to research the issue of Health & Safety Code that may pertain to an individual purchasing multiple plots. Chair Snyder asked the matter to be tabled until direction is received from Attorney Cavanaugh.

Motion and second by Trustees Tompkins/Jackson to table the matter until such time that attorney Cavanaugh has completed the necessary research.

Motion carried 5-0.

OLD BUSINESS

District Manager Warren provided updates on the following projects:

- A. Scanning Project – Scanning project is ready to begin once the office is in order; possible purchase of a handheld scanner may be necessary.
- B. Wedding Policy (John Cavanaugh Law preparing).
- C. No Alcohol Ordinance (John Cavanaugh Law preparing).
- D. Stucco Project – Requests for Proposal needed (John Cavanaugh Law preparing).
- E. ADP Cancellation Letter (John Cavanaugh Law preparing).

Motion and second by Trustees Jackson/Tompkins to accept the above report.

Motion carried 5-0.

FUTURE AGENDA ITEMS

Discussion of potential future agenda items:

1. Special Uniforms for Services: DM Warren to seek advice of current uniform provider (August).	2. Bench Pricing: DM Warren proposed that the prices of benches may need to be raised; DM Warren will gather costs from neighboring cemeteries. Attorney Cavanaugh expressed concern about not charging enough and maybe increasing endowment (September).
3. Tree Policy: Policy is needed; DM Warren will work with attorney Cavanaugh for future item (September).	4. Comp Time Policy: DM will work with attorney Cavanaugh on new comp time policy (September).
5. Review and Approval of Stucco contractor: Awaiting draft RFP from attorney Cavanaugh (August).	6. Health Insurance – review options (September meeting).
7. Employee holiday bonuses (October).	8. Fee schedule update (October).
9. Addition of cell phone for DM (direction given to DM; no agenda item needed).	10. Discussion of dead trees; urgency expressed.
11. Translation of rules into Spanish for crew (direction given to DM; no agenda item needed).	12. Look into hedges and dead plants (direction to DM; no agenda item needed).
13. Security cameras and possible security presence.	

Signed:  Date: 07/17/2019

OPEN SESSION – 10:12 a.m.

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

STAFF COMMENTS

District Manager Warren gave an accounting of the current state of the cemetery including needed equipment repairs, ongoing issues with unfinished client files and training that will be needed before January 1, 2020. DM Warren also reported that a part time office assistant had been hired.

DM mentioned necessary training; direction given to DM to contact insurance carrier regarding needed training for staff.

BOARD COMMENTS

Chair Snyder	Thanked everyone for stepping up and helping out during the trying times; reported that she was able to give the certificate to Fred Crowe’s daughter; discussed giving passwords to attorney Cavanaugh; discussion as to entrance keys in case needed for emergency.
Vice Chair Tompkins	Thanked District Manager Warren for keeping them updated on a weekly basis; thanked everyone for keeping everything in working order.
Trustee Buckley	None
Trustee Jackson	Asked if we could get the name changed for the Post Office box. Asked about getting a new code for the front gate. Asked about security cameras; direction to DM to look into upgrading security and add to July agenda. Trustee Jackson asked about possibly reducing the number of checks; direction given to DM to arrange EFT payments.
Trustee Underdown	Mentioned that the \$800 donation towards the Memorial Day event had been received and appreciated.


ANNOUNCEMENTS

The next Regular Board Meeting for the Board of Trustees is scheduled for August 8, 2019 at 10:00 a.m.

ADJOURNMENT

Chair Snyder adjourned the meeting at 12:23 p.m.

Respectfully Submitted,


07/17/2019

 Vicki Warren, District Manager

Signed: _____ Date: _____