

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

Karen Snyder, Chair
Rose Tompkins, Vice Chair
Janice Jackson, Trustee
Jeanie Corral, Trustee
Charles Bryant, Trustee
(appointed)

MINUTES

REGULAR MEETING OF THE ELSINORE VALLEY CEMETERY DISTRICT BOARD OF TRUSTEES

Thursday, August 8, 2019
Open Session – 10:00 a.m.

CALL TO ORDER

District Manager Warren called the meeting to order at 10:05 a.m.

PLEDGE OF ALLEGIANCE

Trustee (appointed) Charles Bryant led the Pledge of Allegiance.

BOARD OF TRUSTEES ROLL CALL

Present: Trustee Jeanie Corral, Trustee Janice Jackson, Trustee (appointed) Charles Bryant, Vice Chair Tompkins, Chair Snyder

PUBLIC COMMENTS

Members of the Public Tim Underdown, Mike Sheehan, Roger Miller and Bill (illegible) spoke about the portable toilet that was removed from the grounds. The two primary concerns expressed by each of the members of the public were: (1) that removal of the portable toilet somehow translated into not having any available for their annual Memorial Day event; and (2) that the owner of the business who provided the toilet would now charge the sponsors of the Memorial Day event for any toilets they would bring in for the event. Use of the portable toilet by homeless was acknowledged. Additional comments included a threat that the Cemetery would come under fire by the ADA for removing the portable toilet.

There were no additional public comments.

CHANGE TO THE AGENDA ORDER

Chair Snyder asked that Item 13 be moved to be heard after the swearing in to accommodate Tim Underdown.

Chair Snyder requested Item 13 of the agenda be moved to be heard before Closed Session.

SWEARING IN OF CHARLES BRYANT

Trustee Bryant was sworn into his position by Chair Snyder.

Signed:  Date: 9/6/2019

AGENDA ITEM 13 – WEDDING/SPECIAL EVENTS

Agenda item discussed and tabled to next meeting for consideration of a proposed special events policy.

CLOSED SESSION

The Board of Trustees entered Closed Session at 10:28 a.m.

The Board of Trustees returned from Closed Session at 11:30 a.m.

OPEN SESSION

Chair Snyder called the meeting to order at 11:30 a.m.

REPORT FROM CLOSED SESSION

Nothing to report.

CONFIRMATION OF AGENDA

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

Motion carried 5-0.

CONSENT CALENDAR

Motion and second to pull items 1, 2 and 4 with consent to item 3 by Trustees Tompkins/Corral.

Motion carried 4-0 with Trustee Bryant abstaining.

NEW BUSINESS

AGENDA ITEM 1-MINUTES FROM JULY 17, 2019 SPECIAL MEETING

Motion and second to approve minutes with correction to spelling of Trustee Corral's first name by Trustees Corral/Jackson.

Motion carried 4-0 with Trustee Bryant abstaining.

AGENDA ITEM 2-APPROVAL OF EXPENDITURES

Discussion of late paid items and issue with how Hartford gets paid. Discussion of water charges. Discussion of legal fees. Discussion regarding in store charges by grounds crew.

Signed: (VJ) Date: 9/6/2019

Motion and second to approve expenditures by Trustees Corral/Jackson.

Motion carried 5-0.

AGENDA ITEM 3 (CONSENT)

AGENDA ITEM 4-DISTRICT MANAGER REPORT

District Manager's report was received and filed.

AGENDA ITEM 5-EVCD RULES AND REGULATIONS

Discussion of problems occurring with Cemetery visitors.

Motion and second to approve rules and regulations by Trustees Corral/Bryant.

Motion carried 5-0.

AGENDA ITEM 6-SECURITY FUNDING

Motion and second to approve additional funding for a total of up to \$10,000 altogether for security system and temporary patrol made by Trustees Bryant/Corral.

Motion carried 5-0.

AGENDA ITEM 7-REPLACEMENT HEDGES

Motion and second to approve funding up to \$7,000 for replacement of missing hedges and adding new hedges made by Trustees Corral/Bryant.

Motion carried 5-0.

AGENDA ITEM 8-TRAINING OPPORTUNITIES

Motion and second to approve District Manager Warren and Vice Chair Tompkins attendance at CAPC Conference in October made by Trustees Corral/Jackson.

Motion carried 5-0.

AGENDA ITEM 9-COMMITTAL CENTER USAGE

Motion and second to approve new Committal Center usage policy with a change to time allowed from 30 to 45 minutes, made by Trustees Corral/Jackson.

Motion carried 5-0.

Signed:  Date: 9/6/2019

AGENDA ITEM 10-ADDITIONAL SIGNAGE

Motion and second to approve adding two new signs at entrance gate made by Trustees Bryant/Corral.

Motion carried 5-0.

AGENDA ITEM 11-SECURITY PATROL

Motion and second to approve use of security patrol on evenings and (temporarily) on weekends made by Trustees Jackson/Corral.

Motion carried 5-0.

OLD BUSINESS

AGENDA ITEM 12-NICHE PROJECT

Motion and second to approve going forward with design for adding Niche space made by Trustees Bryant/Corral.

Motion carried 5-0.

AGENDA ITEM 13-WEDDING/SPECIAL EVENTS (moved to beginning)

AGENDA ITEM 14-AUDITOR

Motion and second to approve preparing an RFP for a new auditor made by Trustees Bryant/Jackson.

Motion carried 5-0.

AGENDA ITEM 15-ALCOHOL POLICY

Discussion regarding including this in the new rules. Report given by District Manager was received and filed.

FUTURE AGENDA ITEMS

90-day review of District Manager (September 2019)

Special event policy (September 2019)

Health Insurance review (September 2019)

Bank signatures (September 2019)

Policy handbook review including PTO/sick day and insurance (October 2019)

Office renovation (October 2019)

Discussion of offering continuing education to District staff (October 2019)

Signed: VW Date: 9/6/2019

STAFF COMMENTS

Discussion of current problems associated with having a portable toilet on site.

Discussion of reasons for needing a special events policy.

District Manager gave a brief update of status of new website.

District Manager will be sending a bill to the family that broke the trash receptacle when it is replaced.

BOARD COMMENTS

Trustee Bryant discussed attire for the board meetings and gave direction given to District Manager to look into status of request to use reclaimed water.

Trustee Corral was not present for comments.

Trustee Jackson asked about whether the dumpster has a lid; discussion about whether any outsiders use the dumpster and gave direction to District Manager to look into what placement is required and why. Gave direction to District Manager to add existing panels to the Tree of Life sculpture.

Vice Chair Tompkins asked about the tree replacement within grounds and along Collier; discussed the need for attention to the hedges and the Jewish cemetery and suggested we offer English classes for any worker who would like to take a class and suggested we allow them to be held here.

Chair Snyder asked for an update on the complaint about the Jewish Cemetery; District Manager gave a report on the progress with Rabbi Epstein.

ANNOUNCEMENTS

The next Regular Board Meeting for the Board of Trustees is scheduled for October 10, 2019 at 9:00 a.m.

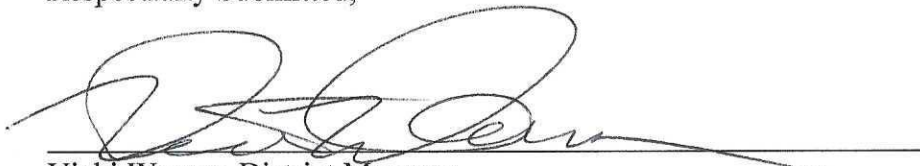
ADJOURNMENT

Motion and second to adjourn made by Trustees Bryant/Jackson.

Motion carried 4-0 with Trustee Corral absent.

Chair Snyder adjourned the meeting at 1:38 p.m.

Respectfully Submitted,



Vicki Warren, District Manager

Signed:  Date: 9/6/2019