



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

**AGENDA
REGULAR MEETING OF THE
ELSINORE VALLEY CEMETERY DISTRICT
BOARD OF TRUSTEES**

**Thursday, October 10, 2019
9:00 a.m. – Open Session
9:15 a.m. – Closed Session**

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.

OPEN SESSION CALLED TO ORDER

FLAG SALUTE

PUBLIC COMMENTS – 3-minute maximum time per person

Any person wishing to address the Board of Trustees on any matter under the jurisdiction of the Elsinore Valley Cemetery District, whether or not it appears on this agenda, is asked to complete a "Speaker Request Form." The completed form is to be submitted to the District Manager prior to an individual being heard by the Board of Trustees. The Board of Trustees has adopted a time limitation of three (3) minutes per person. If you are commenting on an agenda item, your comments will be heard at the time that particular item is scheduled on the agenda. Please note that if you are addressing the Board of Trustees on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the Board of Trustees may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response

CLOSED SESSION

CLOSED SESSION CALLED TO ORDER

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Grounds person

RETURN FROM CLOSED SESSION

OPEN SESSION CALLED TO ORDER

CLOSED SESSION REPORT (if any)

CONFIRMATION OF AGENDA

CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous Board of Trustees action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the Board of Trustees, a Trustee may request that an item be removed for further discussion. Staff recommends approval of all items.

1. Approval of the minutes from the September 6, 2019 Special Meeting.
2. Approval of expenditures for period of September 7, 2019 to October 8, 2019.
3. Operations/Groundskeeper report(s).
4. District Manager Report.

NEW BUSINESS:

5. Discussion and direction to District Manager regarding available health plans.
6. Discussion and direction to District Manager regarding DM's nomination to California Association of Public Cemeteries Board of Directors.
7. Discussion and direction to District Manager regarding attendance at District Manager training at CSDA office in Sacramento.
8. Approve additional niche/columbaria buildout for an amount not to exceed \$350,000.
9. Discussion and direction to District Manager regarding selection of auditor.
10. Approval of emergency expenditure not to exceed \$4,000 for trimming of trees surrounding groundskeeper shop due to security concerns.
11. Review of renewal contract for legal services; discussion and direction to District Manager regarding Request for Proposal for attorney services.

OLD BUSINESS – REPORTS:

12. Security. Security breaches continue due to inadequate fencing surrounding Grounds Crew area and fencing bordering IHOP area. Current chain link fencing is continually being cut and/or used to climb to and from District property and does not deter criminal activity during vulnerable times. Fencing will be replaced ASAP to secure equipment, personnel and property.
13. Hedges. Planting will begin at entrance, in the fall. Discussion between vendor, staff and crew yielded a new and more productive trimming program. Crew is working closely with vendor for this project.

14. Re-districting. New small version of map was received (attached); District Manager is working with the Transportation Authority to arrange for a larger map that will replace the older version. District Manager is following up regarding agreements.
15. Office Restructure. More urgent projects of expanding the niche complex and installing security fencing have taken the lead position. Office restructure will be addressed as soon as possible.
16. Jewish Cemetery. There are very few Jewish cemeteries in southern California, which makes Home of Peace an important asset to the District. DM has asked for Rabbi Epstein's guidance to help the District improve where possible and better promote this asset. While waiting for Rabbi Epstein to return from an extended vacation, DM has researched the particular requirements/rules regarding Jewish cemeteries and is better prepared to work closely with the Rabbi in this endeavor, in addition to addressing the Rabbi's immediate concerns.
17. Website. The new website is up and running. DM has received training and accomplished the uploading of the agenda. More improvements and changes will be made in the next week.
18. Replacement of Trees. This project has been moved to our "winter" schedule when the grounds crew will be more readily available to assist.
19. Completion of Second Half of Street Repair. DM will be meeting with the contractor to determine the schedule of the final phase of the street repair project.

FUTURE AGENDA ITEMS

1. District Manager Performance Evaluation (11/19)	2. Policy Handbook Review (11/19)
3. Review Fee Schedule (TBD)	4.
5.	6.
7.	8.
9.	10.

STAFF COMMENTS

BOARD COMMENTS

ADJOURNMENT

The next Regular Board Meeting for the Board of Trustees is scheduled for November 14, 2019 at 10:00 a.m.