



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

## MINUTES

### **SPECIAL MEETING OF THE ELSINORE VALLEY CEMETERY DISTRICT BOARD OF TRUSTEES**

**Thursday, September 6, 2019  
Open Session – 10:00 a.m.**

#### **CALL TO ORDER**

Chair Karen Snyder 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 Charles Bryant, Trustee Jeanie Corral, Trustee Janice Jackson, Trustee  
Vice Chair Tompkins, Chair Snyder

#### **CLOSED SESSION**

The Board of Trustees entered Closed Session at 10:01 a.m.

The Board of Trustees returned from Closed Session at 11:38 a.m.

#### **OPEN SESSION**

Chair Snyder called the meeting to order at 11:38 a.m.

#### **REPORT FROM CLOSED SESSION**

Nothing to report.

#### **PUBLIC COMMENTS**

Members of the Public Tim Underdown, Steve Miller and Sarah Zamora were present and asked to address the Board regarding Item No. 5 (special events).

There were no other members of the public in attendance.

Signed:  Date: 10/10/2019

**CONFIRMATION OF AGENDA**

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

Motion carried 5-0.

**CONSENT CALENDAR**

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

Motion carried 5-0.

**NEW BUSINESS**

**AGENDA ITEM 5 – SPECIAL EVENT POLICY**

Public comments made by former Trustee Tim Underdown as to holding the wedding at the Cemetery, hoping that the special events policy would go forward and allow the wedding.

Public comments made by Steve Miller and Sarah Zamora from Wildomar as to their desire to have their October 13, 2019 wedding at the Cemetery since invitations had already been sent out. They requested that a special event policy be adopted.

Exchanges took place between the wedding couple and several Trustees. Discussion continued between the Trustees.

Motion and second by Trustees Bryant/Jackson to not create a special events policy thus eliminating special events being held at EVCD.

Motion carried 5-0.

**AGENDA ITEM 6 – PUBLIC RESTROOMS**

Motion and second by Trustees Jackson/Bryant to eliminate public restroom facilities.

Motion carried 3-2 with Trustees Snyder, Jackson and Bryant voting yes and Trustees Tompkins and Corral voting no.

**AGENDA ITEM 7 – RENOVATION OF OFFICE STRUCTURE**

Motion and second by Trustees Bryant/Corral to direct District Manager to begin the process of renovating the office structure.

Motion carried 5-0.

Signed:  Date: 10/10/2019

**AGENDA ITEM 8 – UNIQUE MARKER**

Receive and file District Manager report regarding placement of unique marker for a recent interment.

**OLD BUSINESS**

**AGENDA ITEM 9 – HEALTH INSURANCE**

Report given by District Manager was received and filed.

**AGENDA ITEM 10 – AUDITOR**

Report given by District Manager was received and filed.

**AGENDA ITEM 11 – HEDGES**

Report given by District Manager was received and filed.

**AGENDA ITEM 12 – TREES**

Report given by District Manager was received and filed.

**AGENDA ITEM 13 – NICHE PROJECT**

Report given by District Manager was received and filed.

**AGENDA ITEM 14 – RE-DISTRICTING**

Report given by District Manager was received and filed.


**AGENDA ITEM 15 – FINALIZED RULES**

Motion and second by Trustees Jackson/Bryant to approve final operating/visitor, marker and interment rules.

Motion carried 5-0.

**FUTURE AGENDA ITEMS**

- Policy handbook review including PTO/sick day and insurance (November 2019)
- Sixth-month employee performance evaluation (November 2019)
- Review Potential Auditors (October 2019)
- Review fee schedule (TBD)

Signed:  Date: 10/10/2019

**FUTURE AGENDA ITEMS (continued)**

Review health insurance options (October 2019)  
Evaluation of Cavanaugh Law Renewal (October 2019)

**STAFF COMMENTS**

Brief update from District Manager Warren.  
No comments from attorney Cavanaugh

**BOARD COMMENTS**

Trustee Bryant – no comments  
Trustee Corral – no comments  
Trustee Jackson – no comments  
Vice Chair Tompkins – discussed procedure for pre-paying costs; discussed canopy for the front door  
Chair Snyder – mentioned the required ethics and sexual harassment training; discussed need for access to Dropbox

**ADJOURNMENT**

Motion and second by Trustees Jackson/Snyder to adjourn.

Motion carried 5-0.

Chair Snyder adjourned the meeting at 1:04 p.m.

Respectfully Submitted,

  
Vicki Warren, District Manager

Signed  Date: 10/10/2019