

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

**Thursday, December 12, 2019
Open Session – 9:00 a.m.**

CALL TO ORDER

Chair Karen Snyder called the meeting to order at 9:01 a.m.

PLEDGE OF ALLEGIANCE

District Counsel John Cavanaugh led the Pledge of Allegiance.

BOARD OF TRUSTEES ROLL CALL

Present: Trustee Charles Bryant, Vice Chair Tompkins, Trustee Janice Jackson, chair
Snyder
Absent: Trustee Jeanie Corral

CLOSED SESSION

The Board of Trustees entered Closed Session at 9:02 a.m.
The Board of Trustees returned from Closed Session at 9:11 a.m.

OPEN SESSION

Chair Snyder called the meeting to order at 9:12 a.m.

REPORT FROM CLOSED SESSION

None.

PUBLIC COMMENTS

There were no members of the public in attendance.

CONFIRMATION OF AGENDA

Motion and second by Trustee Jackson and Vice Chair Tompkins to confirm Agenda.
Motion carried 4-0 with Trustee Corral being absent.

Signed:  Date: 2/13/2020

CONSENT CALENDAR

Items 1 and 2 pulled from the consent calendar for discussion.

Motion and second by Trustees Jackson/Bryant to approve Consent Calendar Items 3 and 4.
Motion carried 4-0 with Trustee Corral being absent.

Discussion held re Item 1 (Minutes); reminder given that employees must not use their personal vehicle and/or personal credit card for District business.

Discussion held re Item 2 (Expenses); discussion re various expenses; request to itemize categories of payment (EFT/CC/Check); request for greater details on some vendors.

Motion and second by Trustee Jackson and Vice Chair Tompkins to approve Item 1 (Minutes) and Item 2 (Expenses) from the November meeting.
Motion carried 4-0 with Trustee Corral being absent.

NEW BUSINESS

AGENDA ITEM 5 – 2020 HOLIDAY SCHEDULE

Motion and second by Trustees Bryant/Jackson to approve 2020 Holiday Schedule (to include Christmas Eve and New Years Eve).
Motion carried 4-0 with Trustee Corral being absent.

AGENDA ITEM 6 – YEAR END LUNCH

Motion and second by Trustees Jackson/Bryant to table this item for future scheduling.
Motion carried 4-0 with Trustee Corral being absent.

AGENDA ITEM 7 – MEMORIAL DAY 2020

Direction given to District Manager to provide an outline with a list of options at next Board Meeting. Motion and second by Trustee Bryant and Vice Chair Tompkins.
Motion carried 4-0 with Trustee Corral being absent.

AGENDA ITEM 8 – MONTHLY TRUSTEE STIPEND

Motion and second by Trustees Jackson/Bryant to table this item for future discussion and approval of ordinance to increase stipend.
Motion carried 4-0 with Trustee Corral being absent.

Signed:  Date: 2/13/2020

AGENDA ITEM 9 – SELECTION OF AUDITOR

Motion and second by Trustees Jackson/Bryant to select Robert T. Dennis as District auditor under a 3-year term.

Motion carried 4-0 with Trustee Corral being absent.

DISTRICT MANAGER REPORT

District Manager report was received and filed.

FUTURE AGENDA ITEMS

Workshop of projects	Policy Manual and Employee Handbook
Safe Working Incentives	Cell Tower Lease Agreement
Fee Schedule	Election of Officers
Health Insurance Review	

DISTRICT COUNSEL COMMENTS

None.

STAFF COMMENTS

Brief update from District Manager Warren.

BOARD COMMENTS

Trustee Bryant – none

Trustee Corral – absent

Trustee Jackson – asked about Christmas decoration rules; asked about locating occupants via Pontem and about storage of older files

Vice Chair Tompkins – mentioned revisiting the issue of public restrooms

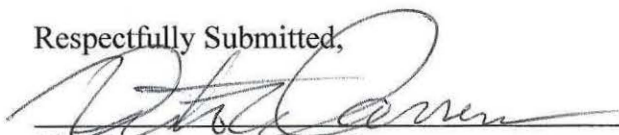
Chair Snyder – none

ADJOURNMENT

Motion and second by Trustees Bryant/Jackson to adjourn. Chair Snyder adjourned the meeting at 11:06 a.m.

The next Regular Meeting of the Board of Trustees will be January 9, 2020 at 9:00 a.m.

Respectfully Submitted,



Vicki Warren, District Manager

Signed:  Date: 2/13/2020

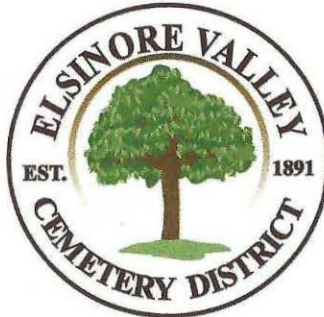
ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530

Regular Board Meeting
December 12, 2019

Karen Snyder
Chair

Merilyn Jackson
Trustee

Charles Bryant
Trustee



Rose Tompkins
Vice Chair

Jeanie Corral
Trustee

Vicki Warren
District Manager

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 (28 CFR 35.102.35 104 ADA Title II). All supporting documentation for this meeting is located at the District Office. Agenda on line.

Attendance Sheet
(Signing is optional)

Chair Karen Snyder 

Vice Chair Rose Tompkins 

Trustee Merilyn Jackson 

Trustee Jeanie Corral (absent)

Trustee Charles Bryant 

Vicki Warren/District Manager 

John Cavanaugh/Counsel 

Stephanie Garcia/Paralegal 

Other Attendees: _____
