



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, March 26, 2020
Open Session – 10:00 a.m.**

CALL TO ORDER

Chair Karen Snyder called the meeting to order at 10:01 a.m.

PLEDGE OF ALLEGIANCE

District Counsel John Cavanaugh led the Pledge of Allegiance.

BOARD OF TRUSTEES ROLL CALL

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

PUBLIC COMMENTS

No public comments were submitted.

CONFIRMATION OF AGENDA

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

Motion carried 5-0.

NEW BUSINESS

AGENDA ITEM 1 – RESOLUTION TO ALLOW ACCOUNT ACCESS

Motion and second by Trustees Bryant and Jackson to approve Resolution 20:001 granting Kris Anderson of Anderson Professional Services limited access to all Elsinore Valley Cemetery District's bank accounts.

Motion carried 5-0

AGENDA ITEM 2 – TEMPORARY OPERATING GUIDELINES

Motion and second by Trustee Jackson and Chair Snyder to discontinue security services immediately.

Initials: _____ Date: _____

Motion carried 3-2 with Chair Snyder, Vice Chair Tompkins and Trustee Jackson voting for; Trustees Bryant and Corral voting against.

Motion and second by Trustees Bryant and Jackson to adopt temporary guidelines of 1) scheduling interment services by appointment only (only 2 people attend appointment); 2) no more than ten people per interment; 3) regulation at gates with dashboard card; 4) gates will be closed during interments; and 5) attendees must maintain a distance of 6' apart.

Motion carried 5-0.

Motion and second by Trustees Bryant and Corral to close the Cemetery grounds to the visiting public with the exception of interment services.

Motion carried 5-0.

AGENDA ITEM 3 – DAILY OFFICE PROCEDURE MANUAL

Motion and second by Trustees Bryant and Jackson to require District Manager to provide an update to the Manual within seven (7) working days.

Motion carried 5-0.

AGENDA ITEM 4 – MEMORIAL DAY 2020 STATUS

Motion and second by Trustees Bryant and Jackson to require District Manager to draft a letter advising partnering organizations that all future events including Memorial Day 2020 have been cancelled. Letter will be accompanied by Resolution.

Motion carried 5-0.

DISTRICT COUNSEL COMMENTS

None.

DISTRICT MANAGER REPORT

District Manager report was received and filed.

STAFF COMMENTS

Brief update from District Manager Warren.

BOARD COMMENTS

Trustee Bryant – none

Trustee Corral – mentioned we are in much better shape than Europe

Initials: _____ Date: _____

Trustee Jackson – asked about arrangements for signing checks; Trustees Corral and Bryant and Vice Chair Tompkins volunteered to sign checks
Vice Chair Tompkins – would like a list of sick leave balances
Chair Snyder – reminded staff about the drafts for the audit and budget

ADJOURNMENT

Motion and second by Trustee Jackson and Vice Chair Tompkins to adjourn.

Motion carried 5-0.

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

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

Respectfully Submitted,

/s/

Karen Snyder, Chairperson

Initials: _____ Date: _____