



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

REGULAR BOARD MEETING MINUTES

9:00 A.M., MAY 14, 2020

In person at District with 6 ft. spacing and wearing masks

CALL TO ORDER – by Chair Snyder at 9:00 a.m.

PLEDGE OF ALLEGIANCE – Pledge was led by Vice Chair Tompkins

ROLL CALL – Stephanie Garcia

Present: Karen Snyder, Chairperson
Rose Tompkins, Vice Chair
Jeanie Corral, Trustee
Janice Jackson, Trustee
Charles Bryant, Trustee
John Cavanaugh, Cavanaugh Law
Stephanie Garcia, Cavanaugh Law

PUBLIC COMMENTS – No public was present.

CONFIRMATION OF AGENDA

Attorney Cavanaugh requested that a subsequent item V be added titled “Cemetery Opening.”

Trustee Bryant motioned to accept the agenda as amended.
Trustee Corral seconded and the motion passed unanimously (5-0).

Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

Signed by

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CONSENT CALENDAR

1. Approval of Minutes of the April 9, 2020 Regular Board Meeting
2. Approval of Minutes of the April 30, 2020 Special Board Meeting
3. Approval of Expenditures for Period April 20 to May 25, 2020
4. Operations/Groundskeeper Report

PULLED CONSENT CALENDAR ITEMS: NONE

Trustee Corral motioned to accept the Consent Calendar.

Trustee Bryant seconded and the motion passed unanimously (5-0).

In favor: Karen Snyder
Rose Tompkins
Jeanie Corral
Janice Jackson
Charles Bryant

ITEMS FOR BOARD CONSIDERATION AND/OR ACTION

Attorney Cavanaugh requested that Item II - Change Monthly District Regular Board Meeting Date and Time to the third Thursday of the month at 10:00 a.m., be moved to Item I on the agenda.

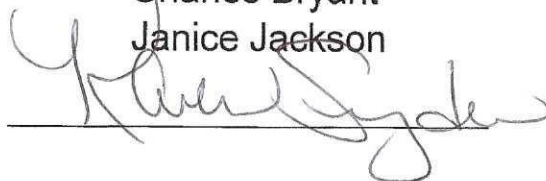
- I. CHANGE MONTHLY DISTRICT REGULAR BOARD MEETING DATE) AND TIME TO THIRD THURSDAY AT 10:00 a.m.

Chair Snyder stated that the change was suggested to accommodate the attendance of Kris Anderson of (APS) Anderson Professional Services at District meetings. Trustee Bryant informed the Board that he could not favor the change because of important scheduled appointments that he had to keep. It was determined that any future changes to accommodate (APS) Anderson Professional Services could be made as necessary.

Vice Chair Tompkins motioned that the regular day for District meetings be maintained and the start time be changed to 10:00 a.m. Trustee Bryant seconded the motion and it passed (4-1).

In favor: Karen Snyder
Rose Tompkins
Charles Bryant
Janice Jackson

Signed by



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Against: Jeanie Corral

II. CONSIDERATION OF APPROVAL OF (APS) ANDERSON PROFESSIONAL SERVICES TO ACT AS DISTRICT INDEPENDENT FINANCIAL OFFICER

Chair Snyder stated that this would be a new regular position titled (CFO) Chief Financial Officer. At the next District meeting, the Attorney Cavanaugh will present an agreement for services between District and (APS), Anderson Professional Services including fees.

Trustee Jackson motioned to approve (APS) Anderson Professional Services as Independent Financial Officer for the District. Trustee Corral seconded and the motion passed unanimously (5-0).

In favor: Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

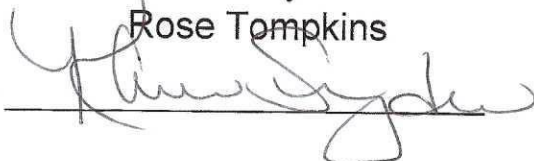
III. CREATE PUBLIC RELATIONS SUB-COMMITTEE

Discussion of recent past negative incidents uncovered at the District involving clients, funeral homes, mortuaries, vendors, and others prompted the suggestion for this committee. After making initial contact, persons and companies would be invited to participate in a District meeting to share their stories personally to the Board. Also, vendors will be informed that the Board of Trustees is appointed and oversees overall options of the Elsinore Valley Cemetery District. The committee would serve for a definitive time, 6-8 months. Chair Snyder and Trustee Jackson volunteered to serve outreach from the Board to vendors to maintain good working relationships.

Trustee Jackson motioned to establish a Public Relations Committee comprised of Trustee Jackson and Chair Snyder. Trustee Corral seconded and the motion passed unanimously (5-0).

In favor: Karen Snyder
Rose Tompkins

Signed by



Charles Bryant
Jeanie Corral
Janice Jackson

IV. TEMPORARY DISTRICT MANAGER

Chair Snyder proposed that The Cavanaugh Law Group be engaged to serve as temporary District Manager for a period of 90 days.

Trustee Bryant motioned to hire the Cavanaugh Law Group as temporary District Manager for 6 months as was done with (APS) Anderson Professional Services and the motion was seconded by Trustee Corral. The motion passed unanimously (5-0).

In favor: Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

V. OPENING CEMETERY

Trustee Corral reported that between 350 and 400 visitors were at the cemetery on Mother's Day. She said some were wearing masks, others not. They honored the 6-foot distancing rule and families stayed together. Most were cooperative with the day's schedule. Trustee Corral said she spoke with many people and they were grateful that the cemetery was open so they could visit.

Trustee Corral said she had a text with Supervisor Jeffries, and he said that the cemetery is considered "essential" and can remain open. She recommended that the cemetery be re-opened on Monday, May 25 (Memorial Day) and remain open through Friday and, continue this schedule until further notice. The cemetery would remain closed on weekends as there is no staff on duty. Hours would be Monday thru Friday, 6:30 a.m. to 2:30 p.m.

Trustee Corral motioned to re-open the cemetery on Monday, May 25 and remain open through Friday and continue this schedule until further notice, 6:30 a.m. to 2:30 p.m., and the cemetery to remain

Signed by _____

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closed on weekends. The gate would need to be reprogrammed and new signs with posted information. Trustee Bryant seconded and the motion passed unanimously (5-0).

In favor: Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

FUTURE AGENDA ITEMS

Policy/Handbook Workshop (TBD)
Daily Procedure Manual (TBD)

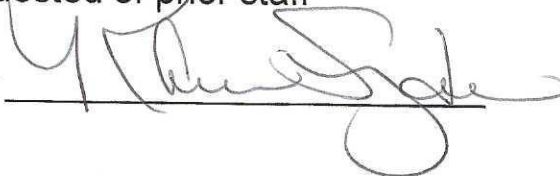
There was no discussion and no additions.

STAFF COMMENTS

Stephanie Garcia reported that:

- Our current Price List is incorrect, and we now will refer to the Price List is from 2015 and is listed on the District's website. Attorney Cavanaugh recommended that the Board hire a firm to conduct a price study to come up with an accurate fee schedule. The District cannot make a profit but must charge what it costs us for services rendered
- There are American flags in storage for placement on Veteran's graves by either Boy or Girl Scouts on Memorial Day; Trustee Tompkins will contact Bridgette Moore, VFW
- There are 7 future burials scheduled, including 4 cremains Passwords for some accounts are still a problem and are being corrected
- The post office is now delivering mail to the mailbox. The P.O. Box will be discontinued
- Pontem files have not been backed up since February 2019. Moving forward, Pontem will be backed up weekly
- The meeting with VFW re: Memorial Day was not recorded as requested of prior staff

Signed by



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- Wells-Fargo banking forms are complete as are other official documents
- First Aid kits have been installed and maintenance will continue on a quarterly basis
- Cameras in the rear lunchroom will be disabled; camera and cable in committal center was removed by an unknown person
- Another workshop storage cabinet is needed for additional environmental chemicals. The Board of Trustees gave approval for the purchase
- Round-up usage is to be discontinued at EVCD
- Equipment repair is now being addressed after 11 months of requests by staff to former District Manager
- Stephanie acknowledged and was grateful for the assistance Trustee Corral offered in volunteering her time and assistance in the office
- Trustee Corral informed the grounds workers that the District Manager was no longer employed and that if they needed any help, they should ask for it from the Board of Trustees

DISTRICT COUNSEL COMMENTS

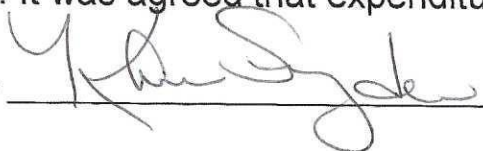
Attorney Cavanaugh suggested an upcoming workshop that he is suggesting for the Board of Trustees. It would be comprised of an Agenda describing the roles of the District Manager and what the Board of Trustees and Chief Financial Officer's roles are and how they each interact. This will enable the Board of Trustees to welcome permanent staff members and be able to give direction.

He suggested that the Budget Committee work with Kris Anderson to be able to bring the budget to an upcoming Board meeting for discussion. He asked for 90 days so that the Board can see what can be accomplished in that timeframe.

BOARD COMMENTS

Trustee Bryant asked that the expenditures/invoices in the Monthly Agenda be more streamlined, if possible, to eliminate unnecessary documentation and voluminous printed materials, specifically financials. It was agreed that expenditure copies would not be

Signed by



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necessary and that a monthly check register be used in its place in the Agenda with the checks as back-up.

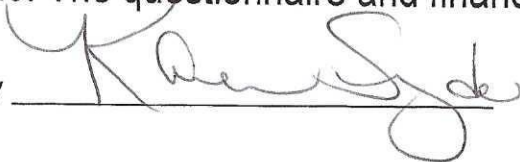
Trustee Corral reported that she had spoken with a family whose grandmother (Sinor) was buried at EVCD in 1956 and that her marker was missing. The family had a picture of it. Discussion as to replacement of a new stone by the District was considered. A decision as to how the District will accommodate was held, including waiving the setting fee. The family will be informed of that proposal.

Trustee Jackson – No comments

Vice Chair Tompkins asked if prior staff had sent the requested Memorial Day letter to the VFW and American Legion notifying them of the Board's decision to not participate in the 2020 Memorial Day event. Attorney Cavanaugh said we do not know if the letter was sent by the District Manager per Board direction.

- Trustee Tompkins asked about the Cal-Fire contract – Attorney Cavanaugh said it is null and void
- Trustee Tompkins asked if we have the current boundary map. She was assured by Stephanie Garcia that the revised boundary map was accurate
- Trustee Tompkins asked if the District Credit Card had been cancelled and if a Costco card could be ordered
- Trustee Tompkins shared a brief written recap of the CAPC price list and wage surveys for area cemeteries
- Trustee Tompkins asked that if the Payment Voucher for Riverside County could be identified as such. (it is a county form) and cannot be altered
- Trustee Tompkins introduced a "Requests of Staff" form to be used at each meeting for requests with due dates for staff. The requests would be recorded and presented to staff at the end of each meeting to be discussed at the next Board meeting
- Chair Snyder completed a mandatory 16-page questionnaire for the renewal of the District's liability insurance along with financial requirements that had been sent to the District Manager on March 16, 2020 with no response sent. Deadline is May 22, 2020. The questionnaire and financial requirements have now

Signed by _____



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been met and is in the hands of the underwriter. The old policy expires July 1, 2020

- Chair Snyder discussed her phone call with Mrs. L. Acevedo and invited her and her sister to attend the June Regular Board meeting to share their family's treatment by the former District Manager
- Chair Snyder requested that Vice Chair Tompkins take up the project of reviewing and any needed organization of the office files. Vice chair asked for preferences from Board as to filing format
- Chair Snyder said a new cabinet needed to be purchased for additional environmental chemicals and that the use of Round-up should be stopped. The Board agreed with her

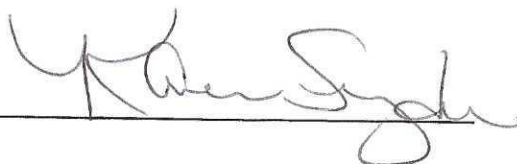
ADJOURNMENT

The next RBM June 11, 2020 at 10:00 a.m.

Trustee Bryant motioned to adjourn the meeting. Trustee Jackson seconded to adjourn the meeting at 11:42 a.m. (5-0).

Minutes Respectfully Submitted by Rose Tompkins, Vice Chair

Signed by _____



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