



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

REGULAR BOARD MEETING

10:00 A. M., JUNE 11, 2020

MINUTES

CALL TO ORDER – Meeting was called to order by Chairperson K. Snyder at 10:00 a.m.

PLEDGE OF ALLEGIANCE – Pledge was led by Vice Chair R. Tompkins

ROLL CALL – Stephanie Garcia, Assistant to John Cavanaugh

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

PUBLIC COMMENTS – Mrs. Acevedo spoke with the Board regarding her issues with past management. Chair Snyder assured her that steps were being taken so that problems do not occur in the future with her family or other families. Chair Snyder also reminded Mrs. Acevedo that the cemetery has rules and that they apply to all visitors to the site.

CONFIRMATION OF AGENDA

Trustee Bryant moved the agenda be approved and was seconded by Trustee Corral.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

CONSENT CALENDAR

1. Approval of Minutes of the May 14, 2020 Regular Board Meeting
2. Approval of Warrant List for Period May 16, 2020 to June 11, 2020
3. Operations/Groundskeeper Report

Trustee Bryant moved the Consent Calendar be approved and was seconded by Trustee Corral.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

Signed by

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ROLL CALL – Stephanie Garcia, Interim District Manager

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

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CONFIRMATION OF AGENDA

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Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

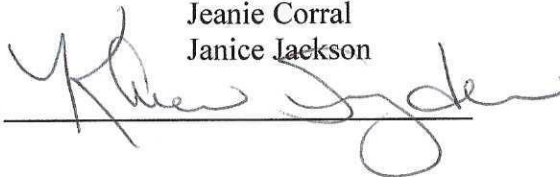
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Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

Signed by _____



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NEW BUSINESS

I. CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES AGREEMENT BY ANDERSON PROFESSIONAL SERVICES TO ACT AS CHIEF FINANCIAL OFFICER

Trustee Bryant moved to approve the Professional Services Agreement between the District and Anderson Professional Services to act as Chief Financial Officer and was seconded by Trustee Corral.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

II. CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES AGREEMENT BY CAVANAUGH LAW GROUP TO ACT AS TEMPORARY DISTRICT MANAGER

Trustee Jackson moved to approve the Professional Service Agreement between the District and Cavanaugh Law Group to act as Temporary District Manager and seconded by Trustee Bryant.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

III. 2020-2021 FISCAL BUDGET

After a brief discussion, the budget was received and filed. Motion to move the budget item to be discussed in depth at the Board Meeting of June 18, 2020, 10:00 a.m. by Trustee Corral and seconded by Trustee Jackson.

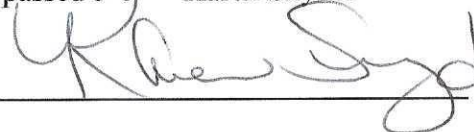
Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

IV. HEALTH INSURANCE RESEARCH FOR RENEWAL OF POLICY

Information for Kaiser Insurance plans were presented. The Board asked for proposals from other providers beside Kaiser. Trustee Jackson requested that a representative speak with the Board regarding the different plans and that this item be considered in July. Stephanie Garcia said the information was presented by Word and Brown, an insurance broker, and they would answer any questions the Board might have.

Trustee Bryant moved to consider the insurance plans during the July meeting and Vice Chair Tompkins seconded.

Motion passed 5-0 - Karen Snyder

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Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

V. CONSIDERATION OF DISSOLUTION OF PUBLIC RELATIONS COMMITTEE

Trustee Jackson said she did not see the need to continue the committee. She felt that persons and vendors who had experienced problems had been contacted. Conditions are now stable at the District, so no further contact is needed.

Trustee Corral moved to dissolve the Public Relations Committee and Vice Chair Tompkins seconded.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

VI. GUEST WRITER FOR WEBSITE – ARTICLES ON GRIEVING

Discussion was held regarding the type of articles that might be presented for approval to the Board for placement on the website. The Board decided to not approve the offered service.

Trustee Jackson moved the District not enter into an agreement for website grieving articles and motion was seconded by Trustee Bryant.

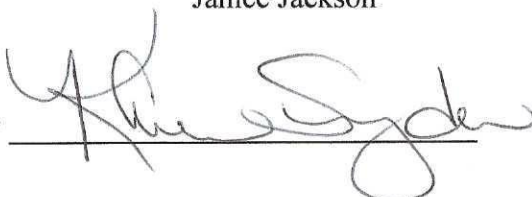
Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

VII. COASTINET – WI-FI SERVICE FOR DISTRICT

Stephanie explained the terms of the month to month agreement that Coastinet offers. She discussed the installation process, the technical support and the plans available.

Trustee Jackson moved that the District enter into an agreement for Wi-Fi Service with Coastinets' Platinum service and the motion was seconded by Trustee Corral.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

Signed by 

VIII. CONSIDERATION OF CLARIFYING DISTRICT RULES AND REGULATIONS FOR ACCEPTABLE FAMILY CELEBRATIONS ON CEMETERY GROUNDS

Several members asked questions about various type of music if any that is allowed at other cemetery districts. It has been reported families have hosted mariachis to perform on weekends at the District property when there was no staff on site. The Board was not aware of such activity. Trustee Tompkins asked what other music would be considered appropriate for the cemetery? A suggestion that a waiver relating to on-site celebrations be included in the original burial arrangement packet.

Trustee Tompkins moved that the Board review and update the rules and regulations regarding acceptable family celebrations on cemetery grounds at the regular July meeting along with District Counsel's memo. Trustee Jackson seconded and the motion passed.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

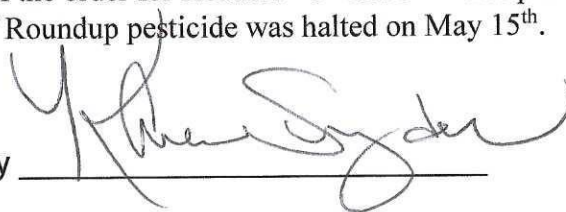
FUTURE AGENDA ITEMS

July: Insurance Plans via Zoom Presentation
July: Update Rules and Regulations on Family Celebrations; Cavanaugh memo
August: Wells Fargo Bank by Tammi re: our investments
Daily Procedure Manual – Stephanie Garcia is working on this
Price List – A survey and study needs to be completed before there can be any changes

STAFF COMMENTS

- Stephanie reported that when the former manager asked the Board to close the gates due to Covid-19 that the entire cemetery operation was shut down and consequently, no burials of any kind were scheduled. That has made the office very busy and although it was suggested that we get additional office help, Stephanie stated that taking time to train someone would impact her time and not be helpful to her at this time.
- Projects completed - CPR and heart monitor training for grounds workers.
- Purchase completed - Cabinet for environmental chemical storage in workshop area.
- New flags are flying (donated by Trustee Bryant) and the old flags have been donated to VFW for disposal.
- Annual Vehicle maintenance has been arranged with a local company.
- A new Costco credit card account has been opened. Benefits were discussed.
- Project Completed - Weed abatement by the City of Lake Elsinore.
- A grate for the flood control pipe has been requested from Cal-Trans.
- One-half of the order for Headers - 6" and 9" – was placed.
- The use of Roundup pesticide was halted on May 15th.

Signed by _____



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DISTRICT COUNSEL COMMENTS

- District Counsel Cavanaugh reported that there has been clean-up work and organizing that has been completed, some going back 10 years. He said that the Board needs to be patient before taking on any new projects. He said that work on the cell tower has been underway with workers here for several days getting ready for 5G. He senses that there will be competition among the companies and that will give the District an opportunity to improve its position as to rents.
- District Counsel Cavanaugh said he will be conducting a Board workshop on June 18 – regarding the roles and responsibilities of the Board and Staff.

BOARD COMMENTS

- *Trustee Bryant* asked if the District had considered hiring a Contract General Manager. District Counsel Cavanaugh stated a new State law had been passed that would create challenges to hiring independent contractors. *Trustee Bryant* said he was working on getting reclaimed water for the District and that he would be making a call to the local water district to obtain more information.
- *Trustee Corral* stated that keeping accurate records was very important so that issues regarding missing markers could be investigated. She again voiced her concern for a lack of public toilets. She referred to the CAPC listing and contacted several local cemeteries (Wildomar, Murrieta, Temecula, Perris and Ramona) regarding their public restroom/ADA availability. Some offered toilets and others did not. Some were ADA compliant and others were not. She thinks strongly that there is great need. On another matter, she said that she was interested in the public hearing on a new proposed business project that will impact the cemetery greatly with increased traffic and the need for a left-hand turn lane.
- *Trustee Jackson* – No comments
- *Vice Chair Tompkins* requested that the restroom project be placed on the June 18 agenda. She suggested the Board consider placement of the niche somewhere other than next to the current one and possibly not a wall, but a column.
- *Chair Snyder* asked Stephanie if the annual renewal for the liability insurance had arrived. Stephanie replied that it has not been received and expires July 1, 2020. *Chair Snyder's* husband volunteered to draw plans for a possible office/restroom remodel. She provided a drawing to the Board and mentioned that she had invited a plumber to take a look at our public restroom after this meeting at 1 p.m. to see if there is a way to modify it for ADA compliance. Stephanie said that she was not aware of the plumber being scheduled and would appreciate being informed of future schedules since staff may be needed and they are on a structured schedule. All Board members agreed.

ADJOURNMENT

Signed by _____



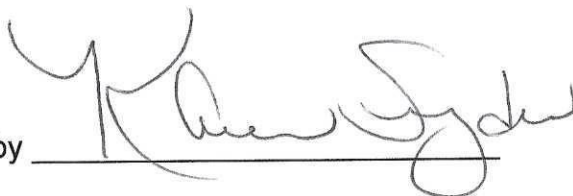
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Trustee Bryant motioned to adjourn the meeting and Trustee Corral seconded to adjourn at 12:25 p.m.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

Minutes Respectfully Submitted by Rose Tompkins, Vice Chair

Signed by _____

A handwritten signature in cursive script, appearing to read "Karen Snyder", written over a horizontal line.

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