

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

REGULAR BOARD MEETING
10:00 A. M., SEPTEMBER 10, 2020

MINUTES

CALL TO ORDER – Meeting was called to order by Chairperson K. Snyder at 10:01 a.m.

PLEDGE OF ALLEGIANCE – Pledge was led by Chair Snyder

ROLL CALL – Stephanie Garcia, Temporary District Manager

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

PUBLIC COMMENTS – None

CONFIRMATION OF AGENDA

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

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

CONSENT CALENDAR

1. Approval of Minutes of the August 13, 2020 Regular Board Meeting
2. Approval of Warrant List for Period August 14, 2020 to September 10, 2020
3. Operations/Groundskeeper Report

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

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

Signed by _____

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NEW BUSINESS

I. CONSIDERATION OF APPROVAL OF A MANDATORY CITY BUSINESS LICENSE FOR ALL DISTRICT VENDORS

Vice-Chair Tompkins moved to deny the approval of a mandatory Business License and was seconded by Trustee Bryant.

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

II. CONSIDERATION OF APPROVAL OF SECTION DD BEING A PORTION AS SINGLE AND DOUBLE DEEP FOR ADULT CREMAINS (CLARIFICATION)

Trustee Corral moved to approve the DD section described for single and double adult cremains and it was seconded by Trustee Jackson.

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

III. CONSIDERATION OF APPROVAL OF LANDSCAPE ARCHITECT AND WATER CONSULTANT TO REVIEW THE IRRIGATION SYSTEM ON CEMETERY GROUNDS

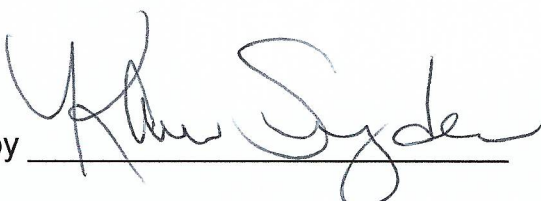
After a brief discussion, Trustee Jackson made a motion to authorize staff to prepare an RFP. The item was seconded by Trustee Corral.

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

IV. CONSIDERATION OF APPROVAL OF WATER WELL REPAIR

Trustee Bryant made a motion to authorize staff to develop an RFP to Well companies. Trustee Corral seconded the motion.

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

Signed by 

V. CONSIDERATION OF APPROVAL TO HIRE LANDSCAPER FOR DROUGHT TOLERANT XERISCAPE ENTRANCE PROJECT

Trustee Bryant suggested tabling this item and made a motion to remove it from calendar. Trustee Corral seconded the motion.

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

VI. CONSIDERATION OF APPROVAL OF CONTRACT FOR NICHE WALL PROJECT

Trustee Jackson made a motion to authorize staff to prepare an RFP for a Soil Engineer to be hired.

Motion passed 4 – 1 - Karen Snyder
Rose Tompkins - no
Charles Bryant
Jeanie Corral
Janice Jackson

VII. CONSIDERATION OF APPROVAL OF SHRUBBERY/HEDGES FOR TREE OF LIFE

Trustee Jackson made a motion to approve the project. Vice-Chair Tompkins seconded the motion.

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

VIII. CONSIDERATION OF APPROVAL OF CONTRACT FOR FOUNDATION OF NICHE WALL

Trustee Corral made a motion to table this item until soil testing is complete. Trustee Bryant seconded the motion.

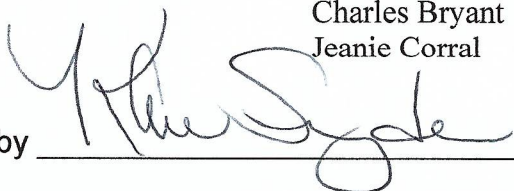
Motion passed 4 – 1 - Karen Snyder
Rose Tompkins - no
Charles Bryant
Jeanie Corral
Janice Jackson

IX. CONSIDERATION OF APPROVAL TO CEMENT/FOUNDATION IN STAFF AND WORK RELEASE WORK AREA

Trustee Jackson made a motion to approve and, also asked staff to approach vendor to see if the Tree of Life project and this project can be completed at the same time. Trustee Corral seconded the motion.

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

Signed by _____



Janice Jackson

X. CONSIDERATION OF APPROVAL FOR PLACEMENT OF MOTORS IN LARGE ROLLING GARAGE DOORS IN WORK AREA

Trustee Jackson made a motion to approve H. J. Daniels to complete the project. Trustee Corral seconded the motion.

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

XI. CONSIDERATION FOR APPROVAL TO CLOSE P.O. BOX 751

Trustee Corral made a motion to approve the closure of the P.O. Box. The motion was seconded by Trustee Jackson.

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

XII. CONSIDERATION FOR APPROVAL TO COMPLETE REPLACEMENT HEDGE PROJECT FROM FEBRUARY 2020

Vice-Chair Tompkins made a motion to approve the project from IHOP on the south side of the Cemetery thru the hedge line where Riverside and Collier meet. Trustee Bryant seconded the motion.

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

XIII. CONSIDERATION FOR APPROVAL OF OPENING UP THE GATE

Trustee Jackson made a motion to reopen the gate seven days per week, effective September 21, 2020. Hours of gate operation are 8:00a.m. – 5:00p.m. and are to be posted with signage around cemetery grounds. Trustee Bryant seconded the motion. After much discussion, it was decided that the Temporary District Manager will not be outside during funeral services. The grounds crew will be directed by the Temporary District Manager to direct staff to social distance from guests/visitors. Social Distancing is mandatory, and staff has been given permission to walk away.

Motion passed 3 – 2 - Karen Snyder - no
Rose Tompkins - no
Charles Bryant
Jeanie Corral
Janice Jackson

XIV. NEW BURIAL POLICY REGULAR AND COVID-19 FOR STAFF SAFETY

This item was tabled.

Signed by



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XV. CONSIDERATION OF APPROVAL FOR CFO AND DISTRICT MANAGER TO BE POINT OF CONTACT FOR STIFEL INVESTMENTS

Trustee Bryant made a motion to approve and Trustee Jackson seconded the motion.

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

XVI. CONSIDERATION OF APPROVAL OF A PRE-NEED COUNTY OF RIVERSIDE ACCOUNT

Trustee Jackson made a motion to approve and Trustee Corral seconded.

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

XVII. CONSIDERATION FOR HIRING SECURITY FOR WEEKENDS AFTER REOPENING

Chair Snyder suggests waiting to see how weekends go. J. Cavanaugh stated that No Trustees should be used as staff and that staff should research costs for a security car. Chair Snyder made a motion to wait a month and see how the opening works then an RFP should be authorized. Trustee Corral seconded the motion.

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

XVIII. CONSIDERATION OF AUDITOR FOR FISCAL YEAR 2020/2021

Trustee Bryant made a motion to authorize an RFP to go out to look for an Auditor by the November meeting and Trustee Jackson seconded the motion.

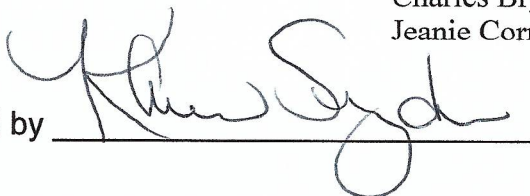
Motion passed 5 – 0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

XIX. CONSIDERATION OF APPROVAL TO INCREASE TEMPORARY DISTRICT MANAGER'S AUHOIRZATION AMOUNT TO \$ 5,000.00.

Trustee Corral made a motion to approve the amount while Trustee Bryant asked to move the amount to \$ 10,000.00. Trustee Jackson seconded the motion.

Motion passed 5 – 0 – Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral

Signed by



Janice Jackson

XX. CONSIDERATION OF REMOVAL AND REPLACEMENT OF DEAD PYRICANTO PLANTS

Trustee Corral made a motion to approve and Vice-Chair Tompkins seconded the motion.

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

XXI. CONSIDERATION OF APPROVAL FOR URN WITH STONES FOR JEWISH CEMETERY ENTRANCE WITH SIGNAGE

Trustee Corral made a motion to approve and Trustee Bryant seconded the motion.

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

XXII. CLOSED SESSION

Went into Closed Session at 12:09p.m. Exited Closed Session at 12:15p.m. with nothing to report.

FUTURE AGENDA ITEMS

<u>Price List Increase</u>
<u>RFP for District office Remodel with ADA Bathroom</u>
<u>Sick Pay Policy (Discussion)</u>
<u>6 mo. Budget Review</u>
<u>Pastor Fred and Memorial Day Team</u>
<u>Offer of extension of contract for Temporary District Manager</u>

STAFF COMMENTS

- Stephanie Garcia prepared a written Memorandum describing the day to day operations at the District and gave status of recent projects to the Board of Trustees prior to the meeting. Today, she shared that the windows that had broken seals have been replaced. Road paving information in the file, phone lines and swale location, old equipment that is not sellable.

DISTRICT COUNSEL COMMENTS

District Counsel Cavanaugh had nothing to add.

BOARD COMMENTS

- *Trustee Bryant* explained that the Finance Committee was for the purposes of the new Budget Format only but that the Temporary District Manager can ask him questions anytime.

Signed by 

- *Trustee Corral* shared that she would like to publicly thank Stephanie for doing a good job. She said that she will be here on Friday for the scheduled burial. She asked about an extension of the Temporary Manager Contract.
- *Trustee Jackson* brought up the roadway on Collier that needs repaving.
- *Vice Chair Tompkins* said thank you to Stephanie for the wonderful memo. She asked about Sandra Wheeler and if she would be in person at any meetings. She asked for the trees, road paving and machines to be placed in a tickler file and Stephanie reassured her that it was all to be listed in the daily policy and procedural Manual.
- *Chair Snyder* thanked both Stephanie and John for all their help.

ADJOURNMENT

Trustee Corral motioned to adjourn meeting and Trustee Jackson seconded to adjourn the meeting at 12:40 p.m.

Signed by _____

A handwritten signature in black ink, appearing to read "John Snyder", written over a horizontal line.

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