

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

REGULAR BOARD MEETING
10:00 A. M., JANUARY 14, 2021

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 Trustee, Chuck Bryant

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
Guest Ron Kammeyer

PUBLIC COMMENTS – None

CONFIRMATION OF AGENDA

Trustee Bryant moved the Agenda be approved as Chair Snyder requested moving Agenda item VIII Kammeyer & Associates up to Agenda item I, and, added the Holiday Schedule as item IX this was seconded by Trustee Corral.

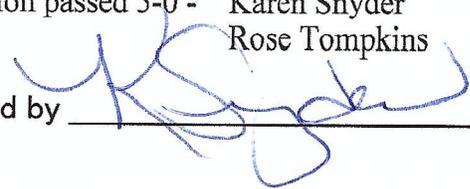
Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant
Jeanie Corral
Janice Jackson

CONSENT CALENDAR

1. Approval of Minutes of the November 12, 2020, Regular Board Meeting
2. Approval of November Expenditures and Ratification of October Disbursements 2020
3. Approval of December Expenditures and Ratification of November Disbursements 2020
4. Approval of January 2021, Expenditures and Ratification of December Disbursements 2020
5. Approval of Professional Services Agreement with Kammeyer & Associates
6. Groundskeeper Report

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

Motion passed 5-0 - Karen Snyder
Rose Tompkins

Signed by  _____

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Charles Bryant
Jeanie Corral
Janice Jackson

NEW BUSINESS

I. ELECTION OF OFFICERS

Vice chair Tompkins nominated Chair Snyder to be Chair. Trustee Jackson nominated Trustee Bryant for Chair. Trustee Corral made a motion to make the vote. The item was seconded by Trustee Jackson.

Motion passed 5-0 - Karen Snyder
Rose Tompkins
Charles Bryant – changed vote from nay to yay
Jeanie Corral
Janice Jackson – changed vote from nay to yay

Trustee Corral made a motion for Trustee Bryant to be Vice-Chair, Vice-Chair Tompkins seconded the motion.

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

II. STATUS UPDATE REGARDING PONTEM DATA AND ANNUAL SERVICES

Ms. Garcia updated the Board of Trustees on the Interment numbers for the last 5 years. This item is listed as Receive and File.

III. CONSIDERATION OF IMPROVEMENT TO SHOP AREA AND REMOVAL OF EXTRA SHEDS/STORAGE CONTAINERS ON CEMETERY GROUNDS

After a brief discussion Vice Chair Bryant made a motion for the District Manager to research the project and get an estimate. This item was seconded by Trustee Jackson bring back for approval. Trustee Corral seconded the motion.

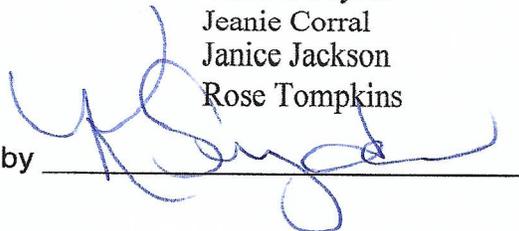
Motion passed 5-0 - Karen Snyder
Chuck Bryant
Jeanie Corral
Janice Jackson
Rose Tompkins

IV. DISCUSSION REGARDING REVISED RULES AND REGULATIONS FOR THE CEMETERY

Trustee Tompkins made a motion requesting that Stephanie Garcia prepare a condensed version of the Rules and Regulations to present to the Board. Motion was seconded by Trustee Corral.

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

Signed by _____



V. DISCUSSION OF MULTIPLE ACTS OF VANDALISM TOWARDS PORTA POTTY

Trustee Jackson made a motion to remove the Porta Potty from the cemetery due to the financial burden and lack of sanitization. Vice Chair Bryant seconded the motion.

Motion passed 3-0 - Karen Snyder
Charles Bryant
Jeanie Corral Nay
Janice Jackson
Rose Tompkins Nay

VI. DISCUSSION REGARDING RENEWAL OF CEMETERY CONTRACT WITH EVMWD

Vice-Chair Bryant made a motion to direct District Manager to contact John Hoagland to be a Researcher in finding out who owns the well and mineral rights. District Manger could research and produce data. Attorney Cavanaugh will then work with Kris and revise the Agreement. Trustee Jackson seconded the motion.

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

VII. CONSIDERATION OF APPROVAL TO HIRE UP TO FOUR MORE GROUNDSPEOPLE AND APPROVE A BUGET APPROPRIATION

Trustee Jackson made a motion giving the Temporary District Manager the authority to hire up to four more staff members. Vice-Chair Bryant seconded the motion.

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

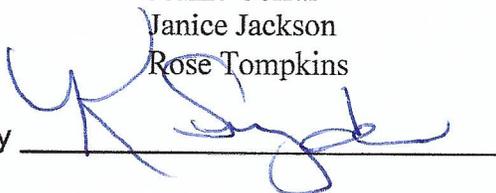
VIII. STATUS UPDATE PRESENTATION FROM KAMMEYER & ASSOCIATES TO BOARD OF TRUSTEES REGARDING APPROVED ARCHITECTURAL PROJECT (moved to item I)

Ron Kammeyer gave an update and shared that his team is working on a theme for the cemetery. He is designing the project that will pull some of the history of the Cemetery with practical and commonsense ideas. He requested Board members to call him with any input or suggestions.

IX. DISCUSSION FOR THE 2021 HOLIDAY SCHEDULE.

Trustee Bryant made a motion to allow staff to have Christmas Eve off and to remove the 27th in the 2021 Holiday Schedule because it will be a work day this year. Trustee Corral seconded the motion.

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

Signed by 

FUTURE AGENDA ITEMS

Six Month Review of Budget – Budget Committee	Update on Auditor selection
Memorial Day 2021	Status Update regarding Office Building Project
Headstone Cleaning Discussion	Increase of Board Stipend

STAFF COMMENTS

- Stephanie Garcia announced that the shrub project from IHOP to the old gate is now completed.
- The ADA dots are in the process of being completed.
- There is a new palm tree in the C Section.
- We removed four bushes and they are replanted by the shop. This opened up an entire new Lot of Plots – 12 or more full plots.
- A 9th Ash tree was planted in Section F.
- A possible tilt up building to replace the current office if it is an asbestos filled office.
- The Finance Committee will be meeting to go over the budget.
- Kammeyer for the Master Plan would be a good idea Vice-Chair suggested.
- Chair Snyder has secured confirmation through Mayor Bob Magee that Riverside road will be paved.

DISTRICT COUNSEL COMMENTS

- District Counsel Cavanaugh discussed a personnel matter that is developing and shared that another follow-up will be at the February meeting.
- New legislation beginning in 2021 regarding prevailing wage changes. It will redefine small projects that may offer the district some breathing room.

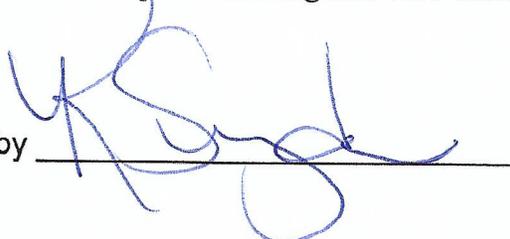
BOARD COMMENTS

- *Vice-Chair Bryant* - Discussed the monuments on the grounds such as the baby blocks and the cherubs. He inquired about the two pillars in the “G” Section and if they could be cleaned.
- *Trustee Corral* – Is there a contingency plan with the County of Riverside if we become overrun with people? Are the office computers getting backed up and are the systems going down? The computers are backed up daily and the new internet has not gone down once since Stephanie Garcia has been here.
- *Trustee Jackson* – Wants to go over the Holiday Schedule for 2021 and would like to know what other Trustees think about certain paid holidays. Specifically, MLK, Presidents Day and 4th of July. Christmas Eve should be ½ day. Rose asked isn’t Veterans’ Day always the 11th?
- *Trustee Tompkins* - Memorial Day - any suggestions since her and Jeanie Corral will be meeting with the group.
- *Chair Snyder* – No comments

ADJOURNMENT

Trustee Corral motioned to adjourn meeting and Vice Chair Bryant seconded to adjourn at 11:41 a.m.

Signed by _____



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