



ELSINORE VALLEY CEMETERY DISTRICT

18170 COLLIER AVENUE ■ LAKE ELSINORE, CA 92530
951.674.2418

Karen Snyder, Chair
Chuck Bryant, Vice Chair
Jeanie Corral, Trustee
Janice Jackson, Trustee
Rose Tompkins, Trustee

TYPE OF MEETING: Regular Special

DATE: AUGUST 12, 2021

TIME: 10:00 a.m.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND ELECTRONIC EQUIPMENT
In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 674-2418. Notification 48 hours prior to the meeting will generally enable district staff to make reasonable arrangements to ensure accessibility under (28 CFR 35.102.35 104 ADA Title II).
All supporting documentation for this meeting is located at the District Office.
Agenda and Meeting Minutes are posted online at elsinorevalleycemetery.com

CALL TO ORDER BY _____

PLEDGE OF ALLEGIANCE BY _____

ROLL CALL BY _____

PUBLIC COMMENTS – 3-minute maximum time per person

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

Name: _____ Topic: _____

CONFIRMATION OF AGENDA

Motion by _____ Seconded _____ Vote: Yes ___ No ___ Abstain ___

CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous Board of Trustees action. The items listed on the Consent Calendar may be enacted in one motion. With the concurrence of the Board of Trustees, a Trustee may request that an item be removed for further discussion.

- 1. Approval of the Minutes from the July 8, 2021, Regular Board Meeting
- 2. Approval of July Expenditures and Ratification of June Disbursements 2021
- 3. Operations/Groundskeeper Report

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

I. CONSIDERATION OF APPROVAL FOR 2022 HOLIDAY SCHEDULE

Staff recommends the approval of the proposed Holiday Schedule

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

II. CONSIDERATION OF APPROVAL FOR A CHRISTMAS DECORATING CONTEST

Staff recommends that the cemetery contest be approved

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

III. REQUEST FOR VOLUNTEERS TO JUDGE THE CHRISTMAS DECORATING CONTEST

Staff recommends two volunteers be available to judge the 2021 contest

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

IV. CONSIDERATION OF APPROVAL FOR TRACTOR REPAIRS

Staff recommends approval for tractor repairs

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

V. REVIEW AND REQUEST FOR APPROVAL OF A TREE POLICY FOR THE CEMETERY

Staff recommends the approval of a tree policy for the district Policy & Procedure Manual

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

VI. DISCUSSION REGARDING ACCESSIBILITY TO PLOT CARDS AND CONFIDENTIAL CEMETERY DOCUMENTS – Requested by K. Snyder

Staff defers to Board of Trustees for confidentiality of records

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

VII. DISCUSSION REGARDING EVCD OBSERVING MILITARY BIRTHDAYS – Requested by R. Tompkins

Staff requests that the Board of Trustees approve/disapprove the observation of Military birthdays

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

VIII. CONSIDERATION AND REQUEST FOR APPROVAL OF A DRAFT PURCHASING POLICY

Staff requests that Board of Trustees approve a purchasing policy

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

IX. CONSIDERATION OF APPROVAL FOR INVOICES AND AMENDED CONTRACT FOR KAMMEYER & ASSOCIATES

Staff defers to Board of Trustees

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

X. REQUEST FOR DISTRICT MANAGER REFUND POLICY FOR NON-RESIDENT FEES

Staff recommends that District Manager have authority to refund plot ownership minus non-refundable endowment to purchaser(s)

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

XI. DISCUSSION REGARDING RECOGNITION OF PROJECTS BY EVCD THROUGH CHAMBER OF COMMERCE EVENTS – Requested by J. Corral

Staff defers to Board of Trustees

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

FUTURE AGENDA ITEMS

Update on bid process for projects	Status update regarding architectural project – Kammeyer (5 th Update)
Discussion of staff gift cards for upcoming holidays	Policy & Procedure Manual (Revision) Employee Handbook (Revision)

STAFF COMMENTS

DISTRICT COUNSEL COMMENTS

BOARD COMMENTS

Vice Chair Bryant
Trustee Corral
Trustee Jackson
Trustee Tompkins
Chair Snyder

Motion by _____ Seconded by _____ Vote: Yes ___ No ___ Abstain ___

Meeting adjourned at _____

Next Regular Board Meeting for the Board of Trustees scheduled for September 9, 2021, at 10:00 a.m.