



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

REGULAR BOARD MEETING
10:00 A.M., AUGUST 12, 2021

MINUTES

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

PLEDGE OF ALLEGIANCE – Pledge was led by Vice-Chair, Chuck Bryant

ROLL CALL – Stephanie Garcia, Acting District Manager

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

Guest: Ron Kammeyer 10:20 a.m. – 11:32 a.m.

PUBLIC COMMENTS – None

Counsel Cavanaugh requested that a Closed Session subsequent need item be added to the Agenda. “Exposure to litigation under Government Code Section 54969 (d)(2)

CONFIRMATION OF AGENDA

Vice-Chair Bryant moved that the Agenda be approved with the subsequent Closed Session item to be added. Confirmation was seconded by Trustee Corral.

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

CONSENT CALENDAR

1. Approval of Minutes of the July 08, 2021, Regular Board Meeting
2. Approval of July Expenditures and Ratification of June Disbursements 2021
3. Operations/Groundskeeper Report

Vice-Chair Bryant moved the Consent Calendar be approved and was seconded by Trustee Corral. Vice-Chair Bryant added amended completed financial disbursement and read a response memo from CFO, K. Anderson re: Response regarding Wells Fargo ACH transfer to Stifel Capital Outlay Account.

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

Signed by _____

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NEW BUSINESS

I. CONSIDERATION OF APPROVAL FOR 2022 HOLIDAY SCHEDULE

Vice-Chair Bryant made a motion to approve the 2022 Holiday Schedule. The motion was seconded by Trustee Jackson.

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

II. CONSIDERATION OF APPROVAL FOR A CHRISTMAS DECORATING CONTEST

Trustee Corral made a motion to approve the 2021 contest. Trustee Jackson seconded the motion.

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

III. REQUEST FOR VOLUNTEERS TO JUDGE THE CHRISTMAS DECORATING CONTEST

Vice-Chair Bryant made a motion that Rose and Janice judge the contest. Trustee Jackson seconded the motion.

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

IV. CONSIDERATION OF APPROVAL FOR TRACTOR REPAIRS

Trustee Corral made a motion to approve the tractor repair. The Acting District Manager was directed to review prices for a new tractor. Vice-Chair Bryant seconded the motion.

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

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

Trustee Corral made a motion to approve the policy. Trustee Jackson seconded the motion.

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

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

Chair Snyder made a motion to continue to safeguard our plot cards and files. The confidential files are not public records. The item was seconded by Trustee Jackson

Signed by _____



Motion passed 4 – 1 Karen Snyder
Chuck Bryant
Jeanie Corral - **Nay**
Janice Jackson
Rose Tompkins

VII. DISCUSSION REGARDING EVCD OBSERVING MILITARY BIRTHDAYS

Trustee Jackson made a motion that EVCD celebrate Armed Forces Day in the Committal Center. Vice-Chair Bryant seconded the motion.

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

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

Vice-Chair Bryant requested that the policy be approved Trustee Corral seconded the motion. Each Trustee is to review the Policy & Procedure Manual (Revised 2018) and bring back comments to the September RBM for action.

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

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

Vice-Chair Bryant made a motion that the Master Plan previously approved be completed. The proposed contract and balance of invoices are to be discussed with the Finance Committee. Trustee Jackson seconded the motion.

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

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

Trustee Jackson made a motion to approve this policy. Vice-Chair Bryant seconded the motion.

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

XI. DISCUSSION REGARDING RECOGNITION OF PROJECTS BY EVCD THROUGH CHAMBER OF COMMERCE EVENTS

Vice-Chair Bryant made a motion for Trustee R. Tompkins to write the quarterly newsletter.

Signed by _____



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

CLOSED SESSION – Start Time: 11:44 a.m. – 11:59 a.m.
Subsequent need item added. “Exposure to litigation under Government Code Section 54969 (d)(2)

FUTURE AGENDA ITEMS

Policy & Procedural Manual (Revision) for September RBM Agenda (draft copies by 08/20/2021	Employee Handbook (Revision) October RBM Agenda
6-Month Budget Review for 2021/2022 - December	Update on bid process for project(s)

STAFF COMMENTS

- Shared that the office was painted.
- Stephanie Garcia shared information on contacting the Paver for Riverside Drive. No response.
- The work trucks did not pass SMOG and will be retested.
- There are now (4) four full-time employees.
- Shared that she will be out of the office on Friday but, will be here for scheduled computer equipment work on Saturday.

DISTRICT COUNSEL COMMENTS

- Nothing

BOARD COMMENTS

- *Vice-Chair Bryant* – Thank you to S. Garcia for the staff reports in the Agenda.
- *Trustee Corral* – *Nothing*
- *Trustee Jackson* – Shared that the City of Lake Elsinore had pulled the weeds on Riverside Drive.
- *Trustee Tompkins* – Asked about placing speed bumps in the cemetery. Asked if there was a firm date for the paving of Riverside Drive. S. Garcia said that she reached out to the contractor and had not heard back from the company yet.
- *Chair Snyder* – *Nothing*

ADJOURNMENT

Vice-Chair Bryant motioned to adjourn meeting and Trustee Jackson seconded to adjourn at 12:13 p.m.

Signed by _____

