



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

**REGULAR BOARD MEETING  
10:00 A.M., NOVEMBER 11, 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 Trustee, Rose Tompkins

**ROLL CALL** – Stephanie Garcia, Acting District Manager

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

**PUBLIC COMMENTS** – None

**CONFIRMATION OF AGENDA**

Trustee Corral moved that the Agenda be confirmed. The motion was seconded by Vice Chair Bryant.

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

**CONSENT CALENDAR**

1. Approval of Minutes of the October 14, 2021, Regular Board Meeting
2. Approval of October Expenditures and Ratification of September Disbursements 2021
3. Approval of protective covering for gate motor – Made by StrongBox
4. Operations/Groundskeeper Report

Trustee Tompkins motioned the approval of the consent calendar. Trustee Corral seconded the motion.

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

**NEW BUSINESS**

**I. AWARD OF PLAQUE TO CHAIRWOMAN KAREN SNYDER IN RECOGNITION OF EXEMPLARY SERVICES TO THE ELSINORE VALLEY CEMETERY DISTRICT**

Plaque was awarded by Board of Trustees and read by Trustee Tompkins to Chair Snyder.

**II. ZOOM WITH STIFEL REPRESENTATIVE – SANDRA WHEELER**

Quarter Report was presented and reviewed, and a Q & A took place for board members

Vice Chair Bryant made a motion to receive and file. The motion was seconded by Trustee Jackson.

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

**III. CONSIDERATION OF APPROVAL OF EXTENSION FOR PROFESSIONAL SERVICES AGREEMENT FOR ACTING DISTRICT MANAGER**

The Professional Services Agreement for the Acting District Manager position has been extended for (3) three years. To position of District Manager is to commence effective immediately and to end on December 31, 2024.

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

**FUTURE AGENDA ITEMS**

The entire Master Plan project, is to be completed and submitted prior to being presented to the Board of Trustees.	Review/Revise Employee Manual - February
6-Month Budget Review for 2021/2022 – January 2022	Fee Study for Price List – January/February
Finalization of Policy & Procedure Manual	Discussion on Irrigation Project 2022

**STAFF COMMENTS (Stephanie Garcia)**

Shared information regarding the increase in homeless activity near the cemetery.  
Discussed the Niche Wall soil testing project. – Vice Chair Bryant would like to look at areas that were tested.

**DISTRICT COUNSEL COMMENTS**

- NONE

**BOARD COMMENTS**

- *Vice-Chair Bryant – NONE*
- *Trustee Corral – NONE*
- *Trustee Jackson – Inquired about the status of R. Kammeyer and the part-time Office position.*
- *Trustee Tompkins – NONE*
- *Chair Snyder – “Thank you to everyone. It has been a privilege and pleasure to service on this board.” K. Snyder gave S. Garcia her copy of the Employee Handbook.*

**ADJOURNMENT**

Vice Chair Bryant motioned to adjourn meeting and Trustee Jackson seconded the motion at 11:43 a.m.

Pulled the consent calendar – groundskeeper report  
Dark in December  
Subsequent needs item – foreman/closed session