



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

REGULAR BOARD MEETING
10:00 A.M., JANUARY 13, 2022

MINUTES

CALL TO ORDER – Meeting was called to order by Vice Chair, Chuck Bryant at 10:00 a.m.

PLEDGE OF ALLEGIANCE – Pledge was led by Trustee, Rose Tompkins

ROLL CALL – Stephanie Garcia, District Manager

Present: Vice Chair, Charles Bryant Absent: Jeanie Corral, Trustee – via telephone
Janice Jackson, Trustee John Cavanaugh, Absent
Rose Tompkins, Trustee
Stephanie Garcia, District Manager

PUBLIC COMMENTS – None

CONFIRMATION OF AGENDA

Trustee Corral moved that the agenda be confirmed with two corrections. The motion was seconded by Vice Chair Bryant.

Motion passed 4 – 0 Charles Bryant
Jeanie Corral
Janice Jackson
Rose Tompkins

CONSENT CALENDAR

- 1. Approval of Minutes of the November 11, 2021, Regular Board Meeting
- 2. Approval of December 2021 and January 2022 Expenditures w/ratification of October and November Financials 2021.
- 3. Approval of 2023 Holiday schedule
- 4. Operations/Groundskeeper Report

Trustee Corral requested two changes to the Minutes of October 14, 2021. Trustee Tompkins motioned the approval of the consent calendar. Trustee Corral seconded the motion.

Motion passed 4 – 0 Charles Bryant
Jeanie Corral
Janice Jackson
Rose Tompkins

NEW BUSINESS

I. ELECTION OF OFFICERS

Motion was made by Trustee Corral to nominate Chuck Bryant to Chair. Motion was seconded by Trustee Jackson.

Motion passed 4 – 0 Ayes: 4 Noes: None Absent: None

Motion was made by Trustee Jackson to nominate Rose Tompkins as Vice-Chair. Motion was seconded by Trustee Corral.

Motion passed 4 – 0 Ayes: 4 Noes: None Absent: None

Signed by 

II. REAPPOINTMENT OF OFFICER-- SWEARING IN OF R. TOMPKINS

District Manager S. Garcia read Oath of Office to Vice Chair, R. Tompkins.

Motion passed 4 - 0 Ayes: 4 Noes: None Absent: None

III. CONSIDERATION OF APPROVAL FOR FULL TIME FOREMAN POSITION

The Board of Trustees approved the position of Foreman.

Motion passed 4 - 0 Ayes: 4 Noes: None Absent: None

IV. DISCUSSION AND DESIGNATION OF SINGLE VS. DOUBLE BURIALS PER SECTION TO BE ADDED TO THE POLICY AND PROCEDURE MANUAL

Motion passed 4 - 0 Ayes: 4 Noes: None Absent: None

FUTURE AGENDA ITEMS

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	Fee Study for Price List – February
Finalization of Policy & Procedure Manual	Discussion on Irrigation Project
Review of 2021/2022 FY Audit – February	Cell Phone Tower – March
Annual Cleaning Project for Obelisk in Section G	EVMWD – Discussion of Rebate Program

STAFF COMMENTS (Stephanie Garcia)

Shared that research on a cinder wall for the east side of the cemetery needs to be considered. Informed the Board of trustees that the lead groundsman is out sick.

DISTRICT COUNSEL COMMENTS

- NONE

BOARD COMMENTS

- *Vice-Chair Bryant* – Would like research for the cinder block wall to be completed. Moving forward, the Minutes will reflect action(s) by the Board, and we no longer need Roll Call.
- *Trustee Corral* – Would like a future agenda item to discuss future land acquisition(s) and hiring of a Commercial Realtor.
- *Trustee Jackson* – Would like regular status updates on R. Kammeyer and personnel claims. S. Garcia told the Board that she sends out emails whenever there is an update on any contractor or personnel matter.
- *Trustee Tompkins* – Asked about the irrigation project and was told that staff would request a meeting with EVMWD to inquire about their Rebate Program and would like Chair Bryant to be present.

ADJOURNMENT

Trustee Jackson motioned to adjourn meeting and Vice Chair Tompkins seconded the motion at 10:46 a.m.

Motion passed 4 -0 Ayes: 4 Noes: None Absent: None