



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

**REGULAR BOARD MEETING  
 10:00 A.M., November 9, 2023**

**MINUTES**

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

**PLEDGE OF ALLEGIANCE** – Pledge was led by Trustee Tompkins

Present: Chair, Charles Bryant                                    Zoom: Counsel, John Cavanaugh  
 Vice-Chair, Vacant  
 Trustee, Marilyn Jackson  
 Trustee, Sivert Nelson  
 Trustee, Rose Tompkins  
 District Manager, Stephanie Garcia

**PUBLIC COMMENTS** – Ramona Street was present as a visitor.

Counsel Cavanaugh added a subsequent need item to the Agenda. The trash enclosure project.

**CONFIRMATION OF AGENDA**

Trustee Jackson moved that the agenda be confirmed. Trustee Tompkins seconded the motion.

Motion passed 4 – 0                                    Ayes: 4                                    Noes: 0

**CONSENT CALENDAR**

Trustee Tompkins made a motion to approve the consent calendar. Trustee Jackson seconded the motion.

Motion passed 4 – 0                                    Ayes: 4                                    Noes: 0

Marilyn Jackson  
 Sivert Nelson  
 Rose Tompkins  
 Charles Bryant

**NEW BUSINESS**

**I. APPROVAL FOR EMPLOYEE HOLIDAY BONUS**

Trustee Jackson made a motion to approve \$50.00 increments per card. Trustee Nelson seconded the motion. The motion was approved 4/0.

**II. APPROVAL OF ORDINANCE INCREASING BOARD OF TRUSTEES STIPEND IN 2024**

Trustee Nelson made a motion to approve. Trustee Jackson seconded the motion. The motion was approved 4/0.

**III. REQUEST FOR APPROVAL OF FEE STUDY PROPOSAL**

Trustee Jackson made a motion to approve Willdan, Corporation to conduct a Fee Study. Trustee Nelson seconded the motion. This motion was approved 4/0.

**IV. CONSIDERATION TO APPROVE FUNDS TRANSFER FROM COUNTY TO CD INVESTMENT**

Trustee Tompkins made a motion requesting that CFO transfer funds from the County Account to a CD Investment. Trustee Nelson seconded the motion. The motion passed 4/0.

Signed by 

**V. DISCUSSION FOR CD INVESTMENTS PURCHASE**

Trustee Jackson made a motion to approve \$500K to be transferred to the highest CD percentage currently offered. Trustee Tompkins seconded the motion. The motion was approved 4/0.

**VI. REQUEST FOR DISCUSSION OF PERMANENT AWNING AND REPLACEMENT CEMENT APRON FOR CURRENT BUILDING**

Trustee Tompkins made a motion to have staff research pricing for this item(s). The cement apron is not to exceed \$3,500.00. Trustee Jackson seconded the motion.

**VII. REQUEST FOR APPROVAL OF DRAFT DESIGN OF NEW OFFICE BUILDING BY ARCHITECT**

Trustee Tompkins made a motion to approve the draft design. Trustee Jackson seconded the motion. The motion was approved 4/0.

**VIII. COMMITTEE UPDATE(S)**

**Military Committee:** Nothing

**Engineering Committee:** Nothing

**Finance Committee:** Nothing

**IX. SUBSEQUENT NEED ITEM FOR A PREVIOUSLY APPROVED TRASH ENCLOSURE PROJECT.**

Trustee Jackson made a motion to approve an additional \$19K for the project as supply costs increased. Trustee Nelson seconded the motion. The motion was approved 4/0.

**DISTRICT MANAGER COMMENTS**

The marquee sign will be finished this week. There is a new part-time groundsman, there is a new temporary part-time, Administrative Assistant, announced that there will be a Christmas party, a new air conditioner will be installed within (1) week, announced the selection of new screen and exterior doors for the building.

**DISTRICT COUNSEL COMMENTS**

Wishing a Happy Thanksgiving, Merry Christmas to all of the Board of Trustees and a good holiday season.

**BOARD COMMENTS**

- *Chair Bryant – Happy Thanksgiving, Christmas & Happy New Year.*
- *Vice-Chair - Vacant*
- *Trustee Jackson – Thanks to the Board, Stephanie, and John for moving several projects along.*
- *Trustee Nelson - Nothing*
- *Trustee Tompkins – Asked if there was a Board replacement.*

**ADJOURNMENT**

Trustee Jackson made a motion to adjourn the meeting. Trustee Nelson seconded the motion at 10:43 a.m.

Signed by 