



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

REGULAR BOARD MEETING
JANUARY 9, 2025, 10:00A.M.

MINUTES

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

PLEDGE OF ALLEGIANCE – Pledge was led by Charles Bryant

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

PUBLIC COMMENTS – NONE

CONFIRMATION OF AGENDA

Trustee Jackson moved to confirm the agenda. Trustee Stoffel seconded the motion. Moved: So Ordered

CONSENT CALENDAR

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

Motion passed 5 – 0

Ayes: 5

Noes: 0

Abstain: 0

Rose Tompkins
Marilyn Jackson
Sivert Nelson
Jane Stoffel
Charles Bryant

NEW BUSINESS

I. ELECTION OF OFFICERS

Trustee Jackson made a motion to nominate Charles Bryant as the Chairman. Vice-Chairman Tompkins seconded the motion. Trustee Nelson nominated Vice-Chairman Tompkins and Trustee Jackson seconded the motion. The motion(s) passed 5/0

II. APPOINTMENT OF TRUSTEE MEMBER AND ALTERNATE FOR LAKELAND VILLAGE COMMUNITY ADVISORY COUNCIL – SUPERVISOR SPIEGEL

The District Manager has been directed by the Board of Trustees to contact Supervisor Spiegel's office to clarify meeting attendance. The item is to be brought back on the February 13, 2025, agenda.

III. DISCUSSION AND APPROVAL OF AUDIT REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2024

Trustee Jackson made a motion to approve the audit. Vice-Chair Tompkins seconded the motion. The motion passed 5/0.

Signed by

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- IV. DISCUSSION OF PAYROLL INCREASE FOR ANDERSON PROFESSIONAL SERVICES**
Trustee Jackson made a motion to approve the payroll increase, and to have Counsel Cavanaugh prepare an Agreement for signature. Trustee Stoffel seconded the motion. The motion passed 5/0.
- V. APPROVAL GIVING DIRECTION TO THE DISTRICT MANAGER TO RESEARCH LANDSCAPE MATERIALS FOR NEW BUILDING**
Trustee Jackson made a motion to search landscape architect(s) and bring back the information to the February RBM Agenda for Board review and discussion. Vice-Chairman Tompkins seconded the motion.
- VI. DISCUSSION AND APPROVAL FOR ARCHITECTURAL CONTRACT FOR NEW DRIVEWAY/ROAD**
Vice-Chairman Tompkins made a motion to approve the Professional Services Agreement. Trustee Jackson seconded the motion. The motion passed 5/0.
- VII. CONSIDERATION OF APPROVAL GIVING DIRECTION TO DISTRICT MANAGER AND DISTRICT COUNSEL TO BEGIN AMENDING THE POLICY AND PROCEDURE MANUAL**
Trustee Jackson made a motion authorizing the District Manager and the District Counsel to amend the Policy and Procedure Manual. Vice-Chairman Tompkins seconded the motion. The motion passed 5/0.
- VIII. CLOSED SESSION 11:09A.M. TO 11:23A.M.**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code Section 54957 (b) (1)
Title: District Manager – Evaluation is complete.
- IX. Military Committee:** Nothing
Engineering (new building) Committee: Nothing
Finance Committee: Nothing

DISTRICT MANAGER COMMENTS -

Christmas Party, FY Audit, LAFCO Responses to Request for Information Report, Topete Magnolia Tree Maintenance and/or replacement, new construction sign with notice that new gate will not open from the inside.

DISTRICT COUNSEL COMMENTS -

Discussed development fees and exclusions for the new office building project and the building process. Held first legal requirement training with ground staff on January 9, 2025, specifically following policy & procedures that the Board of Trustees have adopted.

BOARD COMMENTS

- Chair Bryant – Nothing.
- Vice-Chair Tompkins – Nothing
- Trustee Jackson – Nothing
- Trustee Nelson – Will be bowing out of the Finance Committee. Would like to realign and add the agenda item for February 13, 2025, Regular Board meeting.
- Trustee Stoffel – Nothing

ADJOURNMENT

Trustee Nelson made a motion to adjourn the meeting. Vice-Chairman Tompkins seconded the motion. Chair Bryant adjourned the meeting at 11:51a.m.

Signed by

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