

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting July 9, 2014
MINUTES**

I. CALL TO ORDER—Meeting called to order by Chairman Underdown at 4:30 p.m.

II. PLEDGE OF ALLEGIANCE—Pledge of Allegiance was led by Chairman Underdown.

III. ROLL CALL—District Secretary Michael Blake:

PRESENT: Tim Underdown, Chair
Janice Jackson, Vice Chair
Thomas Buckley, Trustee
Karen Snyder, Trustee
Rose Tompkins, Trustee
Denice Enochs, District Manager/Board Treasurer
Michael Blake, District Secretary/Board Secretary
William Itzen/ Itzen
Jana Itzen/Itzen
Joe McClyde Katalyst Inc.
Richard Flierl/Katalyst Inc.

IV. PUBLIC COMMENTS – No public in attendance

V. CONFIRMATION OF AGENDA

Trustee Snyder motioned to accept the agenda as presented. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

VI. CONSENT CALENDAR

- A. Approve Expenditures – 7/1/14-7/9/14
- B. Approval of the minutes of the RBM 6/18/2014 and the SBM 06/27/2014
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet

Signed:_____ Date:_____

D. Operations Report

Trustee Buckley motioned to approve the consent calendar. Trustee Snyder seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

VII. ACTION ITEMS

A. Pontem and Web Cemeteries

Trustee Snyder motioned to move forward with Web Cemeteries and Pontem integration for a new website without the memorial pages and mobile apps. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

B. CSDA Election

Trustee Snyder motioned to vote for Bill Nelson's recommendation, Arlene Schafer. Trustee Tompkins seconded the motion which carries unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

C. Ratify Resolution #14-06-03 to transfer 1.2 Million dollars from Wells Fargo Advisors General Fund 7057-6984 into Wells Fargo Advisors Capital Outlay Account 1554-5832

Trustee Snyder motioned to ratify resolution #04-06-03. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

D. Resolution #14-07-04 To withdraw \$550,000.00 from County General Fund #51175 to Wells Fargo Advisors General Fund #7057-6984 and to Withdraw \$50,000.00 from County Endowment Fund #51180 to Wells Fargo Advisors Endowment Fund #7057-7012.

Trustee Snyder motioned to approve Resolution #04-07-04. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

Chairman Underdown called for a recess at 5:52 p.m.
Chairman Underdown reconvened the meeting at 5:55 p.m.

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Local Area Meeting OC Santa Ana Cemetery 9/18/2014

Five members will be attending the Local Area Meeting.

B. City update on property across Collier

Mr. Blake informed the Trustees that he would be calling the city next week to get an update.

C. Katalyst Inc. Presentation

Katalyst Inc. presented different ideas for a new office building and chapel along with landscaping ideas. Office staff and Trustees shared their ideas.

Trustee Snyder motioned to have Katalyst Inc. present a proposal for the planned project. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

Katalyst Inc. and Itzen Inc. representatives left at 5:52 p.m.

D. Policy and Procedure – Pending Counsel review

Office Staff was directed to get a status update from legal counsel.

E. Handbook – Pending Counsel review

IX. STAFF COMMENTS

Ms. Enochs informed the Board that Riverside County Flood Control would be installing an inlet on our property for water to drain into the Flood Control Channel.

Ms. Enochs provided two different patches available for the grounds crew's uniforms. Trustees directed Ms. Enochs to purchase the white patch.

Ms. Enochs informed the Board the Craig Govia would be starting on the arch for the Jewish section soon.

X. BOARD COMMENTS

Trustee Tompkins related that the City of Lake Elsinore is planning a project to repair roads. She drafted a letter asking the City to consider repairing the road on Riverside Drive and Collier Ave. Staff was directed to prepare the letter on District letterhead for the president's signature.

XI. CLOSED SESSION— No closed session

XII. ADJOURNMENT—Next Regular Board Meeting of the Board of Trustees is scheduled for Wednesday, August 13th at 4:30 p.m.

Trustee Snyder motioned to adjourn the meeting at 6:26 p.m. Trustee Tompkins seconded the motion which carried unanimously.