

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting November 13, 2014
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 3:33 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
James Mickartz, Architect
Donna Kissling/ Public
Janis Kissling/Public

IV. PUBLIC COMMENTS — Donna and Janis Kissling spoke on behalf of their mother, the late Margaret Bundy Sandusky. They asked if the nonresident fee at the time of burial could be waved because the family was such an integral part of the Cemetery and the City of Lake Elsinore's history.

The Kissling sister's left the meeting at 3:43.

V. CONFIRMATION OF AGENDA

Trustee Snyder motioned to accept the agenda as presented. Trustee Tompkins 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. Ratify Expenditures – 10/15/14-10/31/14. Approve expenditures 11/1/14-11/13/14.

Signed: _____ Date: _____

- B. Approval of the minutes of the RBM 10/16/14.
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet
- D. Operations Report

Trustee Snyder motioned to approve the consent calendar. Trustee Jackson seconded the motioned 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. Itzen Architect Invoice -Tabled
- B. Resolution #14-08-06 Moving Regular Board meetings to the second Thursday of the month.

Trustee Jackson motioned to approve the resolution. 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

- C. James Mickartz Contract

Trustee Jackson motioned to accept Mr. Mickartz contract for professional services as approved by Mr. Cavanaugh. Trustee Snyder seconded the motion .which carried (4-1).

Chair Underdown-Yes
 Vice Chair Jackson-Yes
 Trustee Buckley-No
 Trustee Snyder- Yes
 Trustee Tompkins-Yes

Mr. Mickartz gathered ideas from the Board and Staff and presented what he thought was a good collaboration of ideas as a starting point on the new office/chapel building.

Mr. Mickartz left the meeting at 4:40 P.M.

D. EVCD Brochure

Chairman Underdown motioned to accept the new brochure Trustee Snyder designed for EVCD. Trustee Tompkins seconded the motion which carried unanimously (5-0).

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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Policy and Procedure – Pending Review

B. Handbook – Pending Counsel Review

Trustee Tompkins left the meeting at 5:00.

C. Employee Thanksgiving/Christmas recognition

Trustee Buckley motioned to do the same as last year and give a turkey to the employees at Thanksgiving and a ham for Christmas. Trustee Snyder seconded the motion which carried unanimously (4-0).

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

D. Bidding/Purchasing Policy- sent to Counsel - Tabled

E. Cemetery Visits

Trustee Buckley motioned that Trustees should be able to visit other Cemeteries on their own time to gather ideas for our new Office/Chapel and receive appropriate expense reimbursement. Trustee Snyder seconded the motion which carried unanimously (4-0).

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

F. E-file – Take off the agenda and have staff meet with Temecula and talk with Palm Springs for brainstorming.

G. Photographs for new web page – Staff will have individual pictures taken and the Board will have a group picture taken at the next RBM.

IX. STAFF COMMENTS

Mr. Blake showed the Trustees the layout for the new website.

Ms. Enochs presented Chairman Underdown and Trustee Jackson with their certificate for completing all four SDLA modules. The other Trustees got an excel sheet showing their participation.

Ms. Enochs informed the trustees that staff had an interesting morning working with the County.

Ms. Enochs let the Trustees know she was gathering bids on thinning the oak trees and that D's R Trees said the oak in GW was about 75% gone and may be a liability by spring.

Ms. Enochs said she and Michael would be attending some Chamber functions soon as the brochure is complete.

Ms. Enochs let the Trustees know she had sent the grounds men on a field day to the Santa Ana Cemetery that she hopes will prove to be beneficial.

X. BOARD COMMENTS

Chairman Underdown asked staff to check and see if the Board could get their own emails through the new web site.

Trustee Buckley asked staff to see about hosting a Chamber Mixer.

Trustee Buckley asked staff to write a letter to each of the newly elected officials congratulating them and inviting them to visit the Cemetery.

Trustee Buckley asked staff to call Grant Taylor or Mr. Shay regarding the electrical upgrades made to the shop.

Trustee Buckley asked it be noted in the minutes he was not happy with the scope of work in Mr. Mickartz proposal.

Trustee Jackson suggested a new way of signing checks.

Trustee Snyder said her suggestions were meant only to make office staff the best they can be.

Chairman Underdown thanked the Board for sending him to the PCA conference in Corning. Chairman Underdown liked how the conference was set up and he found it to be very beneficial.

Staff was given direction to check with Bob Hunt and/or CAPC about waiving of non-resident fees.

XI. CLOSED SESSION – no closed session this meeting

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 11, 2014. Special Meeting Cancelled.

Trustee Snyder motioned to adjourn the meeting at 5:40 P.M. Trustee Jackson seconded the motion which carried unanimously (4-0).