

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting December 16, 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
James Mickartz/Architect

IV. PUBLIC COMMENTS— No public was 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. Ratify Expenditures – 11/14/14 – 11/30/14. Approve expenditures 12/1/14 – 12/16/14.

B. Approval of the minutes of the RBM 11/13/14.

C. Manager's Report

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet

D. Operations Report

Trustee Snyder motioned to approve the consent calendar. Trustee Tompkins 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 Invoice - Tabled

B. MCE Contract

Trustee Snyder motioned to accept the MCE Contract 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

C. Board Members on payroll – Trustees discussed this item and decided to not switch to payroll at this time.

D. Policy Changes III. H. election of officers and XXXII. nonresident fee wording change.

Trustee Snyder motioned to accept the Policy Changes to III. H. election of officers and XXXII. nonresident fee to read as:

Policy III.H. The officers of the Board shall consist of the Chairman and Vice-Chairman, who shall be elected from the membership of the Board of Trustees at the December regular meeting. Officers shall hold their office for a term of two years or until a successor is elected.

Policy XXXII. 3. The District requires the payment of a nonresident fee set pursuant to California Health and Safety Code Section 9068. The Board may adopt a policy that

permits waiving the payment of the nonresident fee for a nonresident who had purchased an interment right while a resident or taxpayer.

Trustee Tompkins seconded the motion which carried (4-1).

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

E. Board Election of Officers

Trustee Snyder motioned to nominate Tim Underdown as Chairman and Trustee Jackson as Vice Chairman for the next two year term. 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

F. Bundy/Sandusky's family request

Trustee Tompkins motioned to grant the Sandusky families request to waive the nonresident fee for their mother. Trustee Buckley seconded the motion which carried (4-1).

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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Policy and Procedure Workshop - Tabled

B. Handbook – Pending Counsel Review

C. Mickartz Building Plan Workshop – Mr. Mickartz displayed the ideas he had come up with for the future cemetery master plan and office/chapel. After much discussion a workshop was set for Tuesday January 13th at 4:30.

- D. Chamber Mixer – Office staff will attend Chamber Breakfasts and set a date for hosting.
- E. Holiday hours for December 24th, December 26th and December 31st and January 2nd were discussed.
- F. Disposal of surplus property - Tabled

IX. STAFF COMMENTS –

Ms. Enochs let the trustee's know of a complaint of a scratched headstone.
Ms. Enochs told the Board of a request of placement of a black bench.
Ms. Enochs let the Board know one of the grounds men was on vacation.

X. BOARD COMMENTS –

Trustee Snyder let the rest of the Board know she had attended a function with Supervisor Jeffries for the new proposed Butterfield Auditorium and she passed out some of the new brochures.

XI. CLOSED SESSION –

Chairman Underdown moved into Closed Session at 6:25.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Manager

Chairman Underdown reconvened into Open Session at: 6:50 and reported that Denice Enochs contract was approved.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, January 8th at 4:30 P.M.

Trustee Snyder motioned to adjourn at 6:53 Trustee Snyder seconded the motion which carried unanimously (5-0).