

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting January 8, 2015  
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  
John Cavanaugh, District Counsel

**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 – 12/17/14 – 12/31/14 and approve expenditures 1/1/15 – 1/8/15.

B. Approval of the minutes of the RBM 12/16/14.

C. Manager's Report  
a. Monthly Report  
b. Balance Sheet  
c. Secretary's 2 year comparison.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

D. Operations Report

Trustee Jackson 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. Itzen

Trustee Jackson motioned to wait until we hear further from Itzen before we take any action towards payment of invoice. Trustee Snyder seconded the motion which carried (3-2).

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

B. March CAPC Conference

Chairman Underdown motioned permit up to \$8,000.00 be spent on registration and rooms for the March 2015 CAPC Conference. 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. Lawn Mower

Trustee Snyder requested office staff gather more bids with the same specs to be presented before the Board can make a decision. Trustee Tompkins seconded the motion which carried (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. Handbook – pending Counsel Review
- B. Policy & Procedures
- C. Disposal of surplus property

District Counsel John Cavanaugh will work with staff on disposing of old computer monitors and printers.

## **IX. STAFF COMMENTS**

Ms. Enochs let the Trustee's know Mr. Blake and she have been going over the finances in regards to the building project and Sandra Wheeler provided a summary for review.

Ms. Enochs let the Trustee's know Murrieta Cemetery will be hosting a training GSRMA will be sponsoring on January 21<sup>st</sup> and all will be attending.

Ms. Enochs told the Trustee's she and Michael have been working on Pontem.

Mr. Blake gave the Trustee's the latest update on the new web site and the price it would cost for each Trustee to have their own email.

## **X. BOARD COMMENTS**

Trustee Jackson asked how it was going with the overabundance of flowers etc. in the baby section. *Ms. Enochs told Trustee Jackson that she was preparing to take care of the issue.*

Trustee Buckley said he had talked to RCFC and how they want to help host the completion celebration meeting of the channel and they would help fund it.

Trustee Buckley said the project was ahead of schedule and on budget.

Trustee Buckley let the Trustee's know he had talked with Dusty Williams and a representative will be at the meeting on the 13<sup>th</sup> to meet with Mr. Mickartz so all can get a clear picture of what can and cannot be done over the channel.

Trustee Tompkins asked staff how the copying of the old records was coming. *Staff informed Trustee Tompkins that Pontem has taken up much of their time but they will resume copying old records when Pontem is done.*

**XI. CLOSED SESSION**

Chairman Underdown moved into closed session at 5:25.

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: District Manager

**B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Pursuant to subdivision (d) of Section 54956.9)

Name of case: Diana Russell v. Elsinore Valley Cemetery District

Chairman Underdown reconvened back into open session at 5:45.

Ms. Enochs was given a positive evaluation and will continue in her position.

Chairman Underdown reported that Ms. Russell's case has been settled. The case was settled for \$7,500 of which the significant majority will be going towards attorney fees, this settlement was not the intent of the Board and was done without their approval.

**XII. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, February 12<sup>th</sup> at 4:30 P.M. A chapel/office workshop will be held Tuesday, January 13<sup>th</sup> at 4:30 P.M.

Trustee Snyder motioned to adjourn at 5:47p.m. Trustee Jackson seconded the motion which carried unanimously (5-0).