

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Special Board Meeting January 13, 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
James Mickartz/Architect
Rich Moore/MCE Civil Engineer
Eric Chastain/RJM Design Group
Kyle Gallup/RCFC

IV. PUBLIC COMMENTS— Kyle Gallup addressed the Board and others regarding questions posed with the upcoming office/chapel. Mr. Gallup said the RCFC project would be completed in one month and it is 6 months ahead of schedule. Mr. Gallup was asked to stay during the information part of the meeting.

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 1/8/15 – 1/13/15

Signed: _____ Date: _____

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—No action Items

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Building/Chapel Workshop with Architect James Mickartz

Mr. Mickartz talked about new ideas for the Master Plan, along with that he displayed color renderings of an updated floor plan of the interior and exterior of the building he compiled after the input of Board and staff at the last meeting. Mr. Mickartz also discussed the steps and timing the City of Lake Elsinore planning review process. Mr. Mickartz said the new plan is 7850 Sq. feet and he thought it would be around \$200 per Sq. foot to build and that would be with prevailing wage.

Mr. Gallup left the meeting at 5:30 p.m.

Trustee Snyder motioned to direct Mr. Mickartz to move forward with the project and meet with the City of Lake Elsinore. Trustee Jackson seconded the motion which carried (4-1).

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

B. MCE Consulting Civil Engineer Rich Moore

Mr. Moore presented a proposal and discussed the grading, utilities, water quality, storm water and other steps required for this project from the standpoint of a civil engineer.

C. RJM Design Group Eric Chastain

Mr. Chastain let the Board know his company has worked on several cemeteries and along with his proposal he displayed some of their recent work.

Mr. Mickartz, Mr. Moore and Mr. Chastain left the meeting at 6:20 p.m.

IX. STAFF COMMENTS –

Ms. Enochs informed the Board that the GSRMA's training would be on how to identify hazards and that staff would go at 2 different times.

Ms. Enochs let the Board know Mr. Cavanaugh would like to attend the meetings by means of teleconferencing. To which the Board unanimously stated that they want Mr. Cavanaugh present at the meetings.

Ms. Enochs let the Trustee's know pyracanthus were going to be planted along the freeway back by the shop area.

Mr. Blake let the Trustee's know he is putting together specifications for purchasing a new lawn mower.

X. BOARD COMMENTS –

Trustee Jackson asked staff how the flower removal went in the baby section. *Ms. Enochs informed Trustee Jackson that it had been taken care of and that we have not heard anything since taking care of it.*

Trustee Jackson asked staff when the new shirts would be here. *Ms. Enochs told Trustee Jackson that the shirts had just been ordered and should be here in a few weeks.*

Trustee Buckley asked staff to check on the building fees and to find out if we would be exempt from school fees.

Trustee Snyder asked staff to get a quote on the new mower from the Tractor Supply Co. that will be building across Collier.

Trustee Snyder also asked that raised headstone be put on the next agenda.

Chairman Underdown asked the Trustees to address raised headstones at the March Conference and then put in on the agenda.

XI. CLOSED SESSION – no closed session this meeting

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, February 12th at 4:30 P.M.

Trustee Snyder motioned to adjourn at 6:36 p.m. Trustee Jackson seconded the motion which carried unanimously (5-0).