

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting March 12, 2015
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 4:35 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
Stephanie Garcia, Paralegal/Cavanaugh Law

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 Tompkins-Yes
Trustee Buckley-Yes
Trustee Snyder- Yes

VI. CONSENT CALENDAR

- A. Ratify Expenditures – 2/26/15-2/28/15; Approve expenditures 3/1/15-3/15.
- B. Approval of the minutes of the RBM 2/12/15 and the SBM 2/26/15.
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Building Project

Signed: _____ Date: _____

D. Operations Report

Trustee Snyder motioned to approve the consent calendar and Item B as amended. Trustee Buckley 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. Burial Price Increase

After confirmation by Mr. Cavanaugh that a study had been conducted to justify increase Chairman Underdown motioned to accept the new burial price increase. Trustee Snyder seconded the motion which carried (4-0). A resolution will be drafted and brought to the Board for final approval at the April RBM.

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

Burial Price List will be as follows:

BURIAL PRICE LIST

**Endowment is collected for each Interment
 and is nonrefundable per California Health & Safety Code 9068(b)**

<u>Single Burial</u>		<u>Double Deep Burial Level 1</u>		<u>Double Deep Burial Level 2</u>	
Plot	700.00	Plot	900.00	Endowment	400.00
Endowment	400.00	Endowment	400.00	Open/Close	550.00
Open/Close	550.00	Open/Close	550.00	Vault	550.00
Vault	550.00	Vault	550.00	Setting Fee	100.00
Setting Fee	100.00	Setting	100.00	<u>Total</u>	<u>\$1,600.00</u>
Total	\$2,300.00	Total	\$2,500.00		
<u>Single Cremation Burial</u>		<u>Double Deep Cremation Level 1</u>		<u>Double Deep Cremation Level 2</u>	
Plot	300.00	Plot	400.00	Endowment	200.00
Endowment	200.00	Endowment	200.00	Open/Close	250.00
Open/Close	250.00	Open/Close	250.00	Vault	200.00
Vault	150.00	Vault	200.00	Setting	75.00
Setting Fee	75.00	Setting	75.00	<u>Total</u>	<u>\$725.00</u>
Total	\$1,025.00	Total	\$1,125.00		

Cremation Niche Wall: (10"x 10" x 10") Urns Must Be Size Appropriate

Signed: _____ Date: _____

<u>Top 2 Rows</u>		<u>Middle 2 Rows</u>		<u>Bottom Row</u>	
Niche	600.00	Niche	500.00	Niche	400.00
Endowment	150.00	Endowment	150.00	Endowment	150.00
Open/Close	150.00	Open/Close	150.00	Open/Close	150.00
Engraving	150.00	Engraving	150.00	Engraving	150.00
Total	\$1050.00	Total	\$950.00	Total	\$850.00

Double Cremation Niche Wall Bottom 2 Rows East Side (10"x 10" x 10") Urns Must Be Size Appropriate

<u>First Burial</u>		<u>Second Burial</u>	
Niche	850.00	Endowment	150.00
Endowment	150.00	Open/Close	150.00
Open/Close	150.00	Engraving	150.00
Engraving	150.00	Total	\$450.00
Total	\$1,300.00		

Disinterment Charges:

Single	\$2,500.00
Double Depth Level 1	\$3,500.00
Double Depth Level 2	\$4,500.00
Cremation	\$ 500.00
Niche Wall	\$ 250.00

Miscellaneous Charges:

“IN MEMORIAM” Engraving on side of Niche Wall: \$150.00
(Name, Birth Year and Death Year only)

NON RESIDENT FEE: \$500.00 – \$750.00
California Health & Safety Code 9068

Oversized Vault Charge additional \$150.00

FEE FOR SATURDAY SERVICES (12:00 P.M. or Before)
(Scheduled only when Cemetery staff is available)

FULL BURIAL: \$750.00
CREMAINS: \$550.00

B. Wage Scale – After discussion, item was tabled.

C. Flammable Cabinet

Trustee Snyder motioned to approve the purchase of a flammable cabinet from Home Depot for \$803.00. 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

D. Memorial Day Donation

Mr. Blake attended the first meeting for the annual Memorial Day Celebration. He gave an update on the proposed service and financial standings.

Signed: _____ Date: _____

Trustee Jackson motioned to make a donation of \$800.00 to the Memorial Day Celebration to help cover some of the costs. Trustee Snyder seconded the motioned 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. Handbook- Pending Counsel Review
- B. Policy & Procedures – Sent to counsel for review
- C. Office Chapel Project – No information to report
- D. RJM Contract – The Board is happy with the changes made and is requesting RJM at the next meeting for contract approval.
- E. MCE Contract – The Board is requesting attendance at the next regular board meeting.
- F. 700 Forms – Chairman Underdown and Trustee Buckley were reminded that they have to be filed by April 4th.
- G. Local Area Meeting April 16, 2015 Palo Verde – Chairman Underdown and Office Staff will attend.
- H. LAFCO – Chairman Underdown informed the Board that the City of Wildomar will start pursuing boundary changes sometime next year which would mean the loss of Sedco Hills and would affect EVCD revenue. Chairman Underdown suggested EVCD think about extending EVCD boundaries toward Horsetheif Canyon and Sycamore. Trustee Buckley will speak to Mr. Spiliotis at Riverside County office and report back to the Board.

IX. STAFF COMMENTS

Ms. Enochs Informed the Trustees that Pontem was as complete as far as staff could get it. Staff has entered more than 700 graves. Mr. Blake added that he was putting together a map for Pontem so that graves not in ESRI could be added.

The Trustees were informed that Sandra Wheeler of Wells Fargo Advisors will be hosting a BBQ on Sunday following the conference for interested conference attendees.

X. BOARD COMMENTS

Trustee Tompkins asked if the sign out front on Collier had been cleaned. *Staff had no knowledge of it being cleaned.*

Trustee Tompkins requested that the petty cash audit be a dual control process.

XI. CLOSED SESSION

Chairman Underdown moved into Closed Session at 5:59.

- A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
Number of cases: 1

Chairman Underdown reconvened at 6:22.

Chairman Underdown had nothing to report.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, April 9th at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 6:35. Trustee Buckley seconded the motion which carried unanimously.