

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting June 11, 2015, 4:30 P.M.  
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  
Stephanie Garcia, Paralegal/Cavanaugh Law  
Julie Weston/Crown Castle  
Luke Giraldo/ARC  
James Mickartz/Architect

**IV. PUBLIC COMMENTS**— Luke Giraldo/ARC introduced himself and informed the Board of services his company provides.

**V. CONFIRMATION OF AGENDA**

Trustee Tompkins motioned to accept the agenda as presented. Chairman Underdown 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 5/15-5/31 2015  
Approve Expenditures 6/1/-6/11/2015
- B. Approval of the Minutes of the RBM 5/14/2015

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

- C. Manager's Report
  - a. Monthly Comparison Sheet
  - b. Balance Sheet
  - c. Building project

D. Operations Report

Chairman Underdown 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. Office/Chapel City Design Packet

Jim Mickartz presented to the Board an overall site plan, a precise grading plan and the preliminary landscape plan that would be completed in about 2 weeks and sent to the City for approval. Mr. Mickartz was reminded that it is the direction of the Board to include solar power in his design for the new building.

Trustee Buckley motioned to accept the proposal from GeoTek Inc. for the geotechnical evaluation subject to Counsel approval. Trustee Snyder seconded the motion which carried unanimously (4-0).

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

B. Pontem/Web Cemeteries Memorial Pages

Item was tabled until October meeting. Staff has been directed by the Board to survey incoming families for 3 months to see how many would be interested in memorial pages and report a percentage back to the Board.

C. Resolution # 15-06-02 Budget Approval for fiscal year 20015-2016

Chairman Underdown motioned to continue this item to the Special Board Meeting on 06/19/2015 at 4:30 p.m. 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

## VIII. INFORMATION ITEMS AND POSSIBLE DECISION

### A. Signs— Updating EVCD Sign

Trustee Jackson motioned to approve the design with all blue lettering and gold background. 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

### B. Upright Headstones – Family Plots – Tabled

### C. District Policy on English being Primary Language -- Tabled

### D. Wage Scale – Tabled

### E. Ribbon Cutting

Ms. Enochs gave an update to the Trustees and informed them that the District would be renting chairs for the event scheduled for Tuesday 6/23/2015 at 9:00 a.m.

### F. Crown Castle

Ms. Weston presented the Board with three different options for cell tower contract to consider at this time. Ms. Weston said she would like to be considered before the Board entertained any other proposals and that length of time was Crown Castle's primary interest. Ms. Weston stated the current contract ends in 2026.

### G. Inventory

Ms. Enochs reminded the Trustees that there is a complete inventory of District property in the office.

### H. Efile Update

Staff reported that the Efile project is near 25% complete. Trustees will receive an update on this monthly via email. Trustee Tompkins confirmed that the project is to be finished by December of this year.

I. Calendar for Projects

Trustee Snyder recommended that staff attempt to find a program that tracks projects and items tabled to future Board meetings so that they can be more easily tracked.

Chairman Underdown left the meeting at 5:36 P.M.

**IX. STAFF COMMENTS**

Mr. Blake apologized for his absence at the next Regular Board Meeting. He stated that his vacation was initially scheduled for later so it would not conflict with the meeting however something came up and the dates had to be moved.

Ms. Enochs reported on the classification of Board members becoming employees. She was to contact Ms. Griese of the San Jacinto District and ask how the majority of cemeteries classify their Board.

Ms. Enochs clarified that employee's vacation, sick time, and cto is easily accessible and tracked by staff.

Ms. Enochs informed the Board that no one had made any offers on the equipment designated as surplus property. She asked District Counsel if this equipment can be given to an E-Waste facility. Several suggestions were made as to organizations to contact for donation.

**X. BOARD COMMENTS**

Chairman Underdown thanked office staff for all of their hard work to prepare for Memorial Day. He stated that he got compliments on the appearance of the Cemetery and asked that Office Staff thank the Grounds crew on his behalf.

Trustee Snyder asked staff to acquire information on having Paychex track sick, vacation, and cto. She also stated that Kris Anderson should be able to do this as well.

Trustee Buckley asked that Staff and the Board look at the agendas that other government agencies use in an attempt to streamline meetings.

**XI. CLOSED SESSION – no closed session**

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

**XII. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, July 9<sup>th</sup> at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 7:28 P.M. Trustee Tompkins seconded the motion which carried unanimously.