

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting July 9, 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 Manager:

PRESENT: Tim Underdown, Chair  
Thomas Buckley, Trustee  
Karen Snyder, Trustee  
Rose Tompkins, Trustee  
Denice Enochs, District Manager/Board Treasurer  
John Cavanaugh, District Counsel  
Stephanie Garcia, Paralegal/Cavanaugh Law  
John Larsen/Studio 395

ABSENT: Janice Jackson, Trustee  
Michael Blake, Administrative Assistant/Board Secretary

**IV. PUBLIC COMMENTS**— John Larsen of Studio 395 introduced himself and spoke of a the various art projects they are involved with and different ways in which they could be a part of the new building project.

**V. CONFIRMATION OF AGENDA**

Trustee Snyder motioned to accept the agenda as presented. Chairman Underdown seconded the motion which carried unanimously (4-0).

Chair Underdown-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

**VI. CONSENT CALENDAR**

- A. Ratify Expenditures 6/19/2015 -6/30/2015  
Approve Expenditures 7/1/2015-7/9/2015
- B. Approval of the Minutes of the RBM 6/11/2015 and SBM 6/19/2015
- C. Manager's Report

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

- a. Monthly Comparison Sheet
- b. Balance Sheet
- c. Building project

D. Operations Report

Chairman Underdown motioned to approve the Consent Calendar. Trustee Snyder seconded the motion which carried, (3-1).

Chair Underdown-Yes  
Trustee Buckley-Abstained  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

**VII. ACTION ITEMS**

A. CAPC – Ventura

Chairman Underdown motioned to approve \$3,500 for Board/Staff attendance of the October's CAPC Conference in Ventura. Trustee Snyder seconded the motion which carried unanimously (4-0).

Chair Underdown-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

B. Wage Scale

Chairman Underdown motioned to continue this item until the Regular Board Meeting. Trustee Buckley seconded the motion which carried unanimously (4-0).

Chair Underdown-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

C. Non-Potable Water Agreement

The Board requested that Ms. Enochs contact EVMWD Vice President Harvey Ryan and ask that he attend the next meeting because there are questions such as: who owns the well, the history of the well, who pays for the repairs. Mr. Cavanaugh stated this will allow him time to finish reviewing the new proposed agreement.

Ms. Enochs was also asked to find Mr. Schroeder's findings on the possibility of a well on Cemetery property.

Trustee Snyder motioned to continue this item until the next regular board meeting.

Chairman Underdown seconded the motion which carried unanimously (4-0).

Chair Underdown-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

D. CSDA Board Elections

Chairman Underdown motioned to vote for Jo MacKenzie as the cemeteries candidate for the CSDA Board. Trustee Snyder seconded the motion which carried unanimously (4-0).

Chair Underdown-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

**VIII. INFORMATION ITEMS AND POSSIBLE DECISION**

A. Crown Castle

Trustee Tompkins requests any offer presented by Crown Castle has to be put in writing. Trustee Snyder would like to entertain other companies to see what they might offer. It was determined there is no rush since the current contract expires in 2026.

B. Water Usage

Ms. Enochs informed the Trustees that the grounds men believe they have already cut back the mandatory 25%. The grounds men are not spot watering, watering curbs, and have cut back watering on the plants and hedges. Ms. Enochs provided the new watering schedule that went into effect 7/1/2015 and said the grounds men are going to keep a close eye on water usage.

Trustee Buckley requested Mr. Cavanaugh look into any pre-need endowment requirements that may affect our water cutbacks.

**IX. STAFF COMMENTS**

Ms. Enochs reported that Architect Mickartz submitted the building plans to the City on 7/2/2015.

Ms. Enochs also informed the Trustees Mr. Mickartz will prepare a preliminary project budget.

**X. BOARD COMMENTS**

Trustee Snyder congratulated the reappointment of Trustee Buckley and Trustee Jackson and stated she thinks the Board will get much accomplished.

Trustee Tompkins recalled a discussion at a conference regarding prevailing wage exemption for cemeteries. Trustee Tompkins stated she was sure Assemblywoman Melissa Melendez would be happy to assist the cemetery with a law.

Chairman Underdown stated we need to ask at the upcoming conference.

Trustee Buckley requested a redlined copy of the handbook be sent to him.

Trustee Tompkins stated she would like the employees to be bilingual.

Trustee Buckley suggested a future incentive policy that all new hires must be proficient in English.

Trustee Buckley suggested an overall water policy and asked Mr. Cavanaugh to assist and find out if there are any endowment requirements.

Trustee Buckley would like studio 395 to be invited to the next meeting that Mr. Mickartz will be attending.

**XI. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, August 13<sup>th</sup> at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 5:26 P.M. Trustee Tompkins seconded the motion.