

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting August 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—Administrative Assistant, 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, Administrative Assistant/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. 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 – 7/9/15-7/31/15 Approve expenditures 8/1/15-8/13/15
- B. Approval of the minutes of the RBM 7/9/15
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Building Project Expenses

Signed: _____ Date: _____

D. Operations Report

Chairman Underdown motioned to approve the Consent Calendar. 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

VII. ACTION ITEMS

A. Wage Scale

Chairman Underdown motioned to continue the wage scale discussion. 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

B. Non-Potable Water Agreement

Trustee Buckley motioned to approve the one year Non – Potable Agreement with EVMWD. 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. Structural Engineering Proposal(s)

Chairman Underdown motioned to continue the structural engineering proposals until the next regular board meeting. 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

D. Mechanical, Electrical and Plumbing Proposal(s)

Chairman Underdown motioned to continue the mechanical, electrical and plumbing proposals until the next regular board meeting. 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. Local Area Meeting

After discussion it was confirmed 4 were attending Temecula's local area meeting and the other members will notify if they will attend.

IX. CLOSED SESSION

Chairman Underdown moved into closed session at 4:58.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
One (1) case.
Resolved case closed.

2. PUBLIC EMPLOYEE EVALUATION

Title – District Manager
No action taken.

Chairman Underdown reconvened back into open session at 5:29.

X. STAFF COMMENTS

Ms. Enochs stated she had received an inquiry from Rancon regarding leasing our land on Riverside Dr. as a construction yard.

Ms. Enochs read an email acknowledging the grounds crew for their outstanding representation of the cemetery.

Ms. Enochs reported Southern California Edison would be performing maintenance upgrades Monday August 17th and the office would be without electricity so the office maybe closed that day.

Ms. Enochs emailed the City to ask if the cemetery's entrance was on the list for repaving this year.

XI. BOARD COMMENTS

Chairman Underdown said he is concerned with renting out cemetery land based on past experience. Staff is to get a rough detail of what client wants and place item it on the next agenda.

Trustee Snyder stated she thinks the office staff is doing a good job she just wanted clarification on the luncheon at Guadalajara's.

Trustee Tompkins wants staff to look into a new meeting table that will be more accommodating for the meetings.

Trustee Jackson said she thinks the office staff is doing a good job.

Chairman Underdown said to add time clock to the next agenda.

Chairman Underdown said closing the office for the Edison's maintenance is the Manager's call.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, September 10th at 4:30 P.M.

Chairman Underdown motioned to adjourn the meeting at 5:40 P.M. Trustee Jackson seconded the motion.