

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

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 4:33 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 – 1/14/15 – 1/30/15 Approve expenditures 2/1/15-2/12/15.
- B. Approval of the minutes of the RBM 1/8/15 and the SBM 1/13/15.
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Building Project
 - d. Wells Fargo Advisors email

Signed: _____ Date: _____

D. Operations Report

Trustee Snyder motioned to approve the consent calendar. 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

VII. ACTION ITEMS

A. Lawn Mower – Tabled

B. Email Addresses on web

Chairman Underdown motioned to add the emails to the website. Trustee Buckley 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. Oak Tree removal

Trustee Jackson motioned to accept Rudy Solis' bid for \$1,200 to remove the oak tree in GS. 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. Handbook- Pending Counsel Review – Will have by the next meeting

B. Policy & Procedures – Staff is to make changes and send to Counsel for final review

C. Office Chapel Project – Staff is to coordinate a Special Board Meeting

- D. RJM Contract – Tabled
- E. MCE Contract - Tabled
- F. Website on-line – Website shown to the Board members went live this week.
- G. Road repair request and city’s response – The Board was told of the numerous calls and emails sent to Nicole McCalmont. Staff was directed to contact Grant Yates.
- H. Available plots for burials – Staff researched and prepared spreadsheet which was given to Trustees.
- I. Urn with stones in Jewish Cemetery – Staff is to place urn in Jewish Section
- J. Up-Right Headstones – Designate a new section located by Jewish Section for up-right headstone.

IX. STAFF COMMENTS –

Ms. Enochs let the Trustees know that Rebecca Mingura had stopped by the office.

Ms. Enochs told the Trustees a flammable liquids cabinet would be on the next agenda and that GSRMA said funding for staff would be available for next year’s PCA conference.

Ms. Enochs informed the Board William Itzen had emailed and asked the status of their check.

Trustee Snyder motioned to pay Itzen their portion of invoice dated 10/15/2014 but not the attorney fees. 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

Ms. Enochs reported one employee was out on vacation and when he returned another employee was going out for an operation.

X. BOARD COMMENTS –

Trustee Jackson asked if staff has heard anything from the woman regarding the overabundance of items on the baby grave. *Mr. Blake stated that we have not heard anything further.*

Trustee Snyder thanked Mr. Blake for doing such a fine job with the web site.

Trustee Snyder wants to make sure we project for future growth with our building project.

Trustee Tompkins asked office staff if December would be a feasible deadline for the completion of E-file. *Ms. Enochs said staff would give it their best shot.*

Trustee Tomkins said there will be a sizable cost to furnish the new building. Trustee Buckley said Orange County Auction house gets rid of a lot of new unused furnishings and may be a feasible purchasing place.

XI. CLOSED SESSION

Chairman Underdown moved into Closed Session at 5:41

- 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 6:30.

Chairman Underdown had nothing to report.

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

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