

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Special Board Meeting February 26, 2014
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
James Mickartz, Architect

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 Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

VI. CONSENT CALENDAR

A. Approve Expenditures 2/12/2015-2/26/2015

Trustee Snyder 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

Signed: _____ Date: _____

Trustee Snyder- Yes
Trustee Tompkins-Yes

VII. ACTION ITEMS

A. Lawn Mower

Trustee Jackson motioned to approve the purchase of a Lawn Mower from Pauley Equipment in the amount of \$19,417.06. 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. Building/Chapel Workshop with Architect James Mickartz

The Board went over their concerns about the proposals submitted by MCE and RJM which included prices, the assumptions, and the scope of work for this project. The Board asked Mr. Mickartz to take their concerns to RJM and MCE and have them resubmit proposals.

IX. STAFF COMMENTS

Mr. Blake informed the Trustees he had set up the new emails for the website as they had requested that he would be available if they need help with it.

Ms. Enochs informed the Trustees we would be hosting a Heat Illness Training with GSRMA in June.

Mr. Blake informed the Board that there is no special rate for government agencies to hookup to sewer and that we may not have to hookup the existing buildings.

Ms. Enochs stated that we are exempt from the school district building fees.

Ms. Enoch reported that Riverside Drive will be put on the City's road repair scope next year.

Ms. Enochs said she and Mr. Blake had attended a session presented by Cemetery 360 hosted by Temecula Cemetery. It is equivalent to Google Street mapping for cemeteries. Pontem will be presenting a sample at the March conference.

Ms. Enochs reported that she and Mr. Blake had completed the Policy and Procedure Manual and sent them to Mr. Cavanaugh along with a few other items which we have asked for assistance on.

X. BOARD COMMENTS

Trustee Snyder asked how the handbook was going. *Mr. Blake reported Mr. Cavanaugh has it.*

Trustee Buckley asked if we have heard from Mr. Cavanaugh regarding any ongoing items. *Ms. Enochs advised that we have not.*

Trustee Snyder commented on how proud she is of the new web site.

Trustee Tompkins asked if the vase for the Jewish section had been purchased. *Mr. Blake said yes but staff is currently working on doing more than the minimum that was requested.*

Trustee Jackson asked Mr. Buckley if he was excited about the new building. *Mr. Buckley stated that he was dissatisfied about the project in general and wants a master plan.*

Chairman Underdown asked if the office staff had heard anything from the County about the celebration for the completion of the flood channel. *Mr. Blake responded that we have not.*

XI. CLOSED SESSION – no closed session

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

Trustee Snyder motioned to adjourn the meeting at 5:45 P.M. Trustee Jackson seconded the motion which carried unanimously (5-0).