

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting April 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 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
James Mickartz/ Architect
Rich Moore/MCE Consultants
Eric Chastain/RJM Design Group
Steven Gee/Auditor

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. Ratify Expenditures 3/12/15-3/31/15 and approve expenditures 4/1/15-4/9/15.
- B. Approval of the minutes of the RBM 3/12/15.
- C. Manager's Report

Signed: _____ Date: _____

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

D. Operations Report

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
Trustee Snyder- Yes
Trustee Tompkins-Yes

Several agenda items were out of order to accommodate vendors.

VII. ACTION ITEMS

A. Final Audit: Fiscal Year 2013-2014

Auditor/Steven Gee presented the 2013-2014 Audit to the Board. He found no reportable findings. Mr. Gee had two suggestions for staff: he would like to include an annual inventory list of items over \$500.00 and recommended staff to place ID tags on equipment. A new addition to the audit was the Manager's Report.

Trustee Snyder motioned to approve the 2013-2014 Audit as presented by Steven Gee. Chairman Underdown seconded the motion which carried unanimously (4-0).

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

B. RJM Proposal

Trustee Snyder motioned to accept RJM's revised professional service proposal for landscape planning for \$26,550.00 after John Cavanaugh/District Counsel reviews it. Trustee Jackson seconded the motion which carried unanimously (4-1).

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley-No
Trustee Snyder- Yes
Trustee Tompkins-Yes

C. MCE Proposal

Trustee Snyder motioned to accept MCE's Agreement for Civil Engineering Services of \$40,050.00 after John Cavanaugh/District Counsel reviews the agreement. Trustee Jackson seconded the motion which carried unanimously (4-1)

Chair Underdown-Yes
Vice Chair Jackson-Yes
Trustee Buckley- No
Trustee Snyder- Yes
Trustee Tompkins-Yes

Mr. Mickartz, Mr. Moore and Eric Chastain left the meeting at 5:52 P.M.

Trustee Tompkins left the meeting at 5:55 P.M. and was absent for the remainder of the meeting.

D. Pontem/Web Cemeteries Memorial Pages

Trustee Snyder motioned to table the memorial pages option in order to seek better pricing.
Chairman Underdown seconded the motion which carried unanimously (4-0).

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

E. Resolution #15-04-01-Burial Price Increase

Chairman Underdown motioned to adopt Resolution #15-04-01 Burial Price Increase as of 3/12/2015. Trustee Snyder seconded the motion which carried (5-0)

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

F. Public Employee Wage Increase #31

Trustee Snyder motioned to approve a \$1.00 an hour raise for employee #31.
Trustee Jackson seconded the motion which carried (4-0).

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

G. Public Employee Wage Increase #32

Trustee Snyder motioned to approve a \$1.00 an hour raise for employee #32.
Chairman Underdown seconded the motion which carried (4-0).

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

H. Public Employee Wage Increase #33

Trustee Snyder motioned to approve a \$1.50 an hour raise for employee #33.
Trustee Jackson seconded the motion that carried (4-0).

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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Handbook

Trustee Jackson motioned to accept the PayChex Handbook. 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. Policy & Procedure Manual

Chairman Underdown motioned to accept the Policy & Procedures with the changes to expenditure reimbursement of meals to read:

Breakfast \$15.00
Lunch \$20.00
Dinner \$35.00

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. Office Chapel Project/ Mr. Mickartz

Mr. Mickartz reviewed changes that better suit the needs of the cemetery.

D. LAFCO

Trustee Buckley spoke with Mr. Spiliotis regarding the boundary changes that are proposed by the City of Wildomar and reported back to the Board his conversation.

E. Upright Headstones

The Board expressed their desire to once again allow upright headstones. Staff was directed to consult with grounds crew and get their opinions for a good section to implement this.

F. Water Usage

Ms. Enochs informed the Board she has been contacted by Dave Downey from the Press Enterprise to what the cemetery plans for water usage after the Governor's mandate.

Ms. Enochs contacted Mathew Conway from EVMWD to come by to observe the cemetery and make suggestions to cut water usage.

Ms. Enochs presented to grounds men the water conservation training program provided by EVMWD.

Ms. Enochs also informed the Trustees the non-potable water service agreement with EVMWD expires mid-June this year.

IX. STAFF COMMENTS

Ms. Enochs informed the Board she has tried to contact Darcy Kuenzi about the Riverside County Flood Control ribbon cutting ceremony.

Signed: _____ Date: _____

Ms. Enochs asked the trustees if staff should proceed with the fans for the Memorial Day Service.

Ms. Enochs informed the Board that she and Mr. Blake were going to Blythe the night before to attend the local area meeting.

X. BOARD COMMENTS

Trustee Jackson asked staff how many porta-potties are being used. *Staff informed Trustee Jackson that we currently have one.*

XI. CLOSED SESSION

Chairman Underdown moved out of Regular Session and into Closed Session at 6:35 P.M.

A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9

Number of cases: 2

No action was taken.

B. Employee #31 Evaluation

C. Employee #32 Evaluation

D. Employee #33 Evaluation

Chairman Underdown reconvened back into open session at 7:05 P.M.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, May 14th at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 7:06 P.M. Trustee Jackson seconded the motion which carried unanimously.