

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting May 14, 2015, 4:30 P.M.  
MINUTES**

**I. CALL TO ORDER**— Meeting called to order by Chairman Underdown at 4:55 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 Tompkins motioned to accept the agenda as presented. 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

**VI. CONSENT CALENDAR**

- A. Ratify Expenditures 4/9/15-4/30/15  
Approve expenditures 5/1/14-5/14/15
- B. Approval of the minutes of the RBM 4/9/15
- C. Manager's Report
  - a. Monthly Comparison Sheet
  - b. Balance Sheet
  - c. Building project

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

D. Operations Report

Trustee Jackson motioned to approve the Consent Calendar. Chairman Underdown 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. 2015-2016 Budget – After discussion, this item was tabled until the June meeting.
- B. Pontem/Web Cemeteries Memorial Pages – Tabled until June meeting.

**VIII. INFORMATION ITEMS AND POSSIBLE DECISION**

- A. Office Chapel Project

Ms. Enochs informed the Board Mr. Mickartz will be at the June 11<sup>th</sup> meeting to present the City Design Submittal Package for their approval before taking it to the City of Lake Elsinore.

- B. LAFCO

An information sheet was provided showing the property tax revenue loss if Wildomar pursues a boundary change. Also shown was the gain of revenue according to the map Supervisor Jefferies provided. The loss to the District is approximately \$10,000 annually. The Office Staff also presented the number of burials from Wildomar since 2012 through the present, which was 16 out of the 170 burials with a dollar amount of \$17,225.

- C. Upright Headstones

Trustee Buckley presented to the Board many suggestions for xeriscape landscaping with walkways and suggested a few different places for upright headstones. Office staff is directed to investigate options and report back to the Board; Mr. Cavanaugh suggested he would assist office staff with a new policy.

After much conversation Trustee Jackson motioned to approve a policy change to once again allow upright headstones although the area has not yet been determined. Trustee Snyder seconded the motion carried unanimously (5-0).

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

D. Water Usage

Ms. Enochs informed the Board Matt Connelly from EVMWD had been out and he stated the Cemetery was doing a good job with the drip lines and the decrease of watering times.

Ms. Enochs informed the Trustees she had spoken to Marcy Armstrong about the non-potable water agreement the Cemetery has with EVMWD. Ms. Armstrong said EVMWD is interested in renewing the contract and for the coming year EVMWD, was going to propose a one year addendum to give the water district time to explore their possibilities of how they too can use the well water. Ms. Armstrong also suggested the Cemetery set aside monies to repair, deepen, or replace the well just in case because the alternative would be potable water.

E. Wage Scale

Office staff presented a new wage scale for hourly staff. Chairman Underdown said he would work on the schedule and get back to the Board next meeting.

F. Employee Information Worksheet

The Trustees were provided with an up to date information worksheet relating to sick leave, vacation & CTO. Mr. Blake informed the trustees of the different accrument caps for sick, vacation, and CTO time. Trustee Tompkins wants to make sure we allow for this when we complete the budget.

G. Ribbon Cutting RCFC

Ms. Enochs reminded the Trustees that June 23<sup>rd</sup> at 9:00 was the set time for the RCFC ribbon cutting event. Ms. Kuenzi agreed that it would be a great touch to present Supervisor Jeffries with the plaque for his help in the passage of AB1969. Trustee Tompkins thought it would be nice if Mr. Staley did the presentation.

**IX. STAFF COMMENTS**

Ms. Enochs stated the last Memorial Day meeting was on the 18<sup>th</sup> of May.

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

Ms. Enochs informed the Trustees she had been in contact with Crown Castle regarding the cell tower and they would be attending the June meeting.

Ms. Enochs informed the Board that a water quality test will be done on the cemetery's facilities, pursuant to State Water Control Board orders.

Mr. Blake reported the E-file project was underway.

Mr. Blake informed the Trustees that the beautification of the Jewish Cemetery was almost complete.

Mr. Blake also informed the Trustees that the office has met with 4 families over the course of two days and that four of the 5 plots sold are in the niche wall.

Mr. Cavanaugh suggested that when Trustees have questions relating to cemetery issue & topics, they bring them to a Board meeting for discussion. He also said information requests by Trustees should be made at the Board meeting so that all Trustees are aware of what's being asked. He stated members should be aware of how much staff time will be devoted to the requested information.

#### **X. BOARD COMMENTS**

Trustee Snyder stated that the sign for the new building was completed and that Suzie from Maximum Sign Company should have been out to paint the posts.

Chairman Underdown expressed concern about contacting staff outside of Board meetings for things like the sign. He stated that he believes things like that are subject to Board approval and should be discussed at Board meetings. *Trustee Snyder mentioned that she had requested the sign be put on the agenda.*

Trustee Snyder suggests staff send another letter to the City of Lake Elsinore regarding the potholes.

#### **XI. CLOSED SESSION – no closed session**

A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9  
Number of cases: 1

#### **XII. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, June 11th at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 7:01 P.M. Trustee Tompkins seconded the motion which carried unanimously.