

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Special Board Meeting August 28, 2014
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 4:28 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

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— No items listed for the consent calendar.

VII. ACTION ITEMS— No action items.

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

- A. Policy and Procedure – Pending Counsel Review
- B. Handbook – Pending Counsel Review
- C. Clarification of action taken by Board on proposed Itzen Architect Agreement

Signed:_____ Date:_____

Staff was given direction to contact more Architects and have a minimum of 3 attend a SBM set for September 18th at 3:30 p.m. to present their qualifications and some of the projects they have worked on.

Trustee Buckley ensured the Board that his previous abstention vote on the Itzen matter was to not be divisive.

IX. STAFF COMMENTS

Ms. Enochs presented Agenda items for the next RBM and asked the Board if they had any additional items to be placed on the Agenda.

Ms. Enochs informed the Board of the change to the footing of the Jewish arch and asked where the Board would like the Star of David.

X. BOARD COMMENTS

Vice Chair Jackson commented that items in the baby section are excessive and asked that staff have some of them removed.

Trustee Snyder stated that she feels the Board is a good and progressive group.

Trustee Tompkins agreed with Trustee Snyder.

Chairman Underdown reminded the Board that if they want District shirts for attendance at conferences etc. to let office staff know as it has already been approved.

Chairman Underdown also informed the Board that it is not their role to micro-manage the day to day operations of the Cemetery and that if direction is given it has to come from the whole Board not just an individual Trustee.

XI. CLOSED SESSION— No closed session

XII. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, September 11th at 5:30 p.m.

Trustee Snyder motioned to adjourn the meeting at 6:12 p.m. Trustee Buckley seconded the motion which carried unanimously (5-0).