

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting September 11, 2014
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 5:33 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 Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

VI. CONSENT CALENDAR

- A. Ratify Expenditures – 8/14/14-8/29/14; Approve expenditures 9/1/14 – 9/10/14.
- B. Approval of the minutes of the RBM 8/13/14 and the SBM 8/28/14.
- C. Manager’s Report
 - a. Monthly Report
 - b. Balance Sheet
- D. Operations Report

Signed:_____ Date:_____

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

VII. ACTION ITEMS

A. Resolution #14-08-05 Moving Wells Fargo Advisors Endowment Interest Account #7057-7041 into Wells Fargo Advisors Endowment Account # 77057-7012.

Trustee Snyder motioned to approve the resolution with changes. 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

B. Portable Shower/Eye Wash Station

Chairman Underdown motioned to purchase the portable shower/eye wash station. 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. Public Employee #10 Wage Increase
Public Employee #21 Wage Increase

Trustee Buckley motioned to increase public employee #10 by .50 cents per hour and public employee #21 by .75 cents per hour. 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. Policy and Procedure Manual

Mr. Cavanaugh presented the Policy and Procedure Manual with extensive preliminary changes. He asked the Board review.
Chairman Underdown requested this be placed on the next Regular Board Meeting agenda.

B. Handbook— Pending Counsel Review

C. Audio Recording of Meetings

Chairman Underdown motioned for the disposal of Board Meeting recordings after 30 days. Trustee Jackson seconded the motion which passed (4-1).

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

D. Appointment of Independent Contractors Bidding Policy

Staff was given direction to work with District Counsel to develop a District Purchasing/Bidding policy.

E. Office Hours

Trustee Buckley motioned to change the office hours to 8:30-4:00. Trustee Snyder seconded the motion which passed (5-0).

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

F. Auditors

After discussion Trustee Snyder motioned that EVCD change auditors every 5 years or as needed. Trustee Buckley seconded the motion which carried (4-1).

Chair Underdown-Yes
Vice Chair Jackson-No

Trustee Buckley-Yes
Trustee Snyder- Yes
Trustee Tompkins-Yes

G. Clarification of a Meeting Definition

Trustee Buckley motioned to change the EVCD policy that if a Board member attends a function representing the District under direction of the Board that member shall receive compensation equal to the meeting stipend but will ultimately not exceed the \$400 a month limit. This shall exclude cemetery conferences. Trustee Snyder seconded the motion which passed (5-0).

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

H. Election or Rotation of Officers

Trustee Buckley motioned to elect officers at the December meeting each year to be effective at the beginning of the next calendar year. Trustee Snyder seconded the motion which passed (5-0).

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

IX. STAFF COMMENTS

Ms. Enochs let the Board know of a situation involving an old burial that has been brought to staff's attention.

Ms. Enochs stated it was difficult to find architects to interview for our projects.

Mr. Blake requested that the next RBM be moved to Wednesday Oct. 15, 2014 because of the conference.

Mr. Blake informed the Board that Itzen Architects asked to be present during other firm's presentations. The Board would prefer to interview separately.

Ms. Enochs informed the Trustees that staff is working on the flower situation in the baby section.

X. BOARD COMMENTS

Trustee Buckley updated the Board on the property across Collier and the potential for re-opening our gate.

Trustee Tompkins wants the dead hedges along Collier replaced.

Trustee Jackson requested Ms. Enochs to contact the storage facility and ask that they park their Penske trucks on El Toro Road.

Trustee Tompkins thanked the Board for moving the time of the meeting.

Trustee Tompkins informed the Board that she will not be attending the SBM next week.

XI. CLOSED SESSION

Chairman Underdown moved into closed session at 7:48 p.m.

Public Employee Performance Evaluation #10

Public Employee Performance Evaluation #21

Chairman Underdown reconvened into open session at 7:54 p.m.

XII. ADJOURNMENT— Next Regular Board Meeting for the Board of Trustees is scheduled for Wednesday, October 15th at 4:30 p.m.

Trustee Buckley motioned for adjournment at 7:56 p.m. Trustee Snyder seconded the motion which carried unanimously (5-0).