

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Special Board Meeting September 18, 2014  
MINUTES**

**I. CALL TO ORDER**— Meeting called to order by Chairman Underdown at 3:30 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  
Denice Enochs, District Manager/Board Treasurer  
Michael Blake, District Secretary/Board Secretary  
Michael Bern/Formillus Architecture  
James Mickartz Architect  
Jana Itzen/Itzen  
Joe McClyde/Katalyst Inc.  
Richard Flierl/Katalyst Inc.

ABSENT: Rose Tompkins, Trustee

**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 (4-0).

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

**VI. CONSENT CALENDAR**- No items under the consent calendar

**VII. ACTION ITEMS** – No actions items

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

## **VIII. INFORMATION ITEMS AND POSSIBLE DECISION**

- A. Policy and Procedure—Pending Review
- B. Handbook—Pending Counsel Review
- C. Architect Qualification Presentation

James Mickartz presented his qualifications and various projects he has designed. Mr. Mickartz left the meeting at 4:08 p.m.

Michael Bern presented his qualifications and various projects he has designed. Mr. Bern left the meeting at 4:37 p.m.

Itzen and Katalyst representatives presented their qualifications and various projects they have designed. The representatives left the meeting at 5:47 p.m.

Staff was directed to ask James Mickartz for a proposal of services to be presented at the SBM on September 25<sup>th</sup>, 2014.

## **IX. STAFF COMMENTS**

Mr. Blake informed the Trustees that Itzen is ready to move forward with the contract.

Ms. Enochs informed the Trustees that staff is working on the website.

Ms. Enochs informed the Trustees that an electrician will be coming out on Monday to inspect our electrical system in the shop area.

Ms. Enochs informed the Trustees that plumbing will be necessary to install the safety shower.

Ms. Enochs asked the Trustees to consider sending staff to GSRMA annual training next year.

## **X. BOARD COMMENTS**

Trustee Snyder provided the Board with the brochure she had designed.

Trustee Snyder asked if the in memoriam wall can be included on the website.

Chairman Underdown requested that Cemetery visits and prevailing wage be added to the next RBM agenda.

Chairman Underdown asked if there is a flood light on the flag and if not for staff to talk to the electrician about installing one.

**XI. CLOSED SESSION**— No closed session

**XII. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Wednesday, October 15<sup>th</sup> at 4:30 p.m.

Trustee Snyder motioned to adjourn the meeting at 6:10 p.m. Chairman Underdown seconded the motion which carried unanimously (4-0).

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