

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Special Board Meeting October 2, 2014
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 4:33 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

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 under the consent calendar

VII. ACTION ITEMS –

A. Architect Proposal and Possible Decision

After much discussion Chairman Underdown motioned to select James Mickartz as the architect for the office/chapel project. Trustee Jackson seconded the motion which carried (4-1).

Chair Underdown-Yes

Signed: _____ Date: _____

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

B. Kaiser Health Insurance

Trustee Jackson motioned to stay with Kaiser Health Insurance for the 2015 year.
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. SDLF Scholarship Application - Tabled

D. PCA Annual Meeting – Cemetery Best Practices & Accreditation

Trustee Jackson motioned to send Chairman Underdown to the PCA Annual Meeting October 24th in Corning CA. Trustee Tompkins 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—Pending Review

B. Handbook—Pending Counsel Review

A. Wage Scales - Tabled

B. Cavanaugh Law Retainer –Tabled

IX. STAFF COMMENTS

Ms. Enochs asked if any of the Trustees want to order shirts with District logo to let her know and she would place an order.

Ms. Enochs informed the Trustees that one of the mowers is getting up in years and we need to look into purchasing another.

Mr. Blake let the Trustees know the cemetery has been busy.

X. BOARD COMMENTS

Trustee Buckley asked if the office staff had sent a letter to the Sheriff's office regarding the microwave incident and said to contact Mayor Natasha Johnson by email.

Trustee Buckley said the Board of Supervisors still do not have a date for the completion of the flood channel and the celebration event.

Trustee Snyder asked that the groundsman adjust the sprinklers so there is no run off.

Trustee Jackson wants the groundsman to be more careful and not drive on the headstones.

Trustee Tompkins brought up the possibility of allowing upright markers in the cemetery again.

Chairman Underdown said the pros and cons of upright markers would be a good topic for the CAPC conference.

Chairman Underdown said Mr. Cavanaugh would like to attend the next Regular Board Meeting to discuss his retainer, and asked if Thursday October 16th was acceptable.

XI. CLOSED SESSION— No closed session

XII. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Wednesday, October 15th at 4:30 p.m. or possibly Thursday, October 16, at 4:30.

Trustee Snyder motioned to adjourn the meeting at 5:55 p.m. Trustee Jackson seconded the motion which carried unanimously (5-0).