

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting October 16, 2014
MINUTES**

I. CALL TO ORDER— Meeting called to order by Chairman Underdown at 4:31 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
District Counsel Cavanaugh Law/John Cavanaugh
Stephanie Garcia/Cavanaugh Law Paralegal

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 – 9/11/14 – 9/30/14; Approve expenditures 10/1/14 – 10/15/14.
- B. Approval of the minutes of the RBM 9/11/14, SBM 9/18/14, SBM 9/25/14 and SBM 10/2/14.

Signed: _____ Date: _____

C. Manager's Report

- a. Monthly Report
- b. Balance Sheet

D. Operations Report

Trustee Snyder motioned to accept the consent calendar. 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

VII. ACTION ITEMS

A. Cavanaugh Law Retainer

Trustee Snyder motioned to accept the proposal presented by Mr. Cavanaugh. Trustee Tompkins seconded the motion which carried unanimously (4-1).

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

B. Cemetery Visits

Trustee Tompkins motioned to have office staff come up with a list of private and public cemeteries that have an office/chapel for possible visitation. 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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

- A. Policy and Procedure- Pending Review
- B. Handbook—Pending Counsel Review Tabled

C. Prevailing Wage Tabled

D. Flowers in Baby Section – Staff was directed to send a copy of our policy to the families and invited them to the next board meeting.

E. Special District Leadership Academy Conference – No Action

A SBM was scheduled for Saturday November 15, 2014 at 9:30 a.m. to review District policies

IX. STAFF COMMENTS

Ms. Enochs informed the Trustees of the new Public Works requirements that are taking effect.

Ms. Enochs let the Trustees know Jim Mickartz's landscape architects had stopped in and introduced themselves.

Ms. Enochs informed the Trustees that she and Michael had gathered information for three days and sent it off to Mr. Christensen.

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

X. BOARD COMMENTS

Trustee Buckley informed everyone Kip would be off of the cemetery property in about a month and it would be about a year before the completion kick off would take place.

Mr. Cavanaugh said to add Itzen to the next agenda.

Trustee Snyder thanked staff for taking care of the water runoff.

Trustee Snyder commented on how beautiful the arch is.

Trustee Tompkins stated she is glad we attended the conference and we are addressing the policy manual.

Trustee Tompkins thinks we should start considering having the employees pay part of their health benefits.

Trustee Tompkins asked staff to make an excel sheet for the Trustees to keep track of their modules and ethics training.

Trustee Tompkins wants Trustee Snyder's brochure placed on the next agenda.

Trustee Tompkins wants E-file on the next agenda.

Chairman Underdown wanted to know how the new website was coming along and wants new pictures of all Trustees.

Chairman Underdown asked that all conversations be held at the Board meeting not after the meeting. And any questions be addressed in the meeting as well.

Mr. Cavanaugh asked a resolution for changing the RBM day to Thursday's be prepared for the next RBM.

XI. CLOSED SESSION— No closed session

XII. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Wednesday, November 12th at 4:30 p.m.

Signed: _____ Date: _____

Trustee Snyder motioned to adjourn the meeting at 5:58 p.m. Trustee Jackson seconded the motion which carried unanimously (5-0).

Signed: _____ Date: _____