

ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530

Tim Underdown
Chair

Regular Board Meeting
November 13th 2014 at 3:30

Janice Jackson
Vice Chair



Karen Snyder
Trustee

Thomas Buckley
Trustee

Rose Tompkins
Trustee

Denice Enochs
District Manager

Michael Blake
District Secretary

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND ELECTRONIC EQUIPMENT
In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 674-2418. Notification 48 hours prior to the meeting will generally enable district staff to make reasonable arrangements to ensure accessibility (28 CFR 35.102.35 104 ADA Title II).
All supporting documentation for this meeting is located at the District Office. Agenda on line www.tombfinder.com

AGENDA

- I. **CALL TO ORDER** – Chair Underdown
- II. **PLEDGE OF ALLEGIANCE** – Chair Underdown
- III. **ROLL CALL** – District Secretary
- IV. **PUBLIC COMMENTS** – 5 minute maximum time per person

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

- V. **CONFIRMATION OF AGENDA**

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date. Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action

on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

Motion by _____ Seconded _____ Vote: Yes ___ No ___

VI. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by the one motion and a unanimous vote of the Board of Trustees. There will be no separate discussion or action of three items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar previously.

- A. Ratify Expenditures; 10/15/14 – 10/31/14. Approve expenditures; 11/1/14 – 11/13/14.
- B. Approval of the minutes of the RBM 10/16/14.
- C. Manager’s Report
 - a. Monthly Report
 - b. Balance Sheet
- D. Operations Report

Motion by _____ Seconded _____ Vote: Yes ___ No ___

VII. ACTION ITEMS

- A. Itzen Architect Invoice

Motion by _____ Seconded _____ Vote: Yes ___ No ___

- B. Resolution #14-11-06 moving Regular Board Meetings to the second Thursday of the month.

Motion by _____ Seconded _____ Vote: Yes ___ No ___

- C. James Mickartz Contract

Motion by _____ Seconded _____ Vote: Yes ___ No ___

- D. EVCD Brochure

Motion by _____ Seconded _____ Vote: Yes ___ No ___

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Policy and Procedure – Pending Review

B. Handbook – Pending Counsel Review

C. Employee Thanksgiving/Christmas recognition

Motion by_____ Seconded_____ Vote: Yes___ No___

D. Bidding/Purchasing Policy- sent to Counsel

Motion by_____ Seconded_____ Vote: Yes___ No___

E. Cemetery Visits

Motion by_____ Seconded_____ Vote: Yes___ No___

F. E-file

Motion by_____ Seconded_____ Vote: Yes___ No___

G. Photographs for new web page

Motion by_____ Seconded_____ Vote: Yes___ No___

IX. STAFF COMMENTS

X. BOARD COMMENTS

XI. CLOSED SESSION

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 11th at 4:30 P.M. Special Board meeting Saturday November 15, 2014 at 9:30 A.M.

Motion by Trustee_____Seconded by Trustee_____Vote: Yes___No___