

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting September 10, 2015
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Vice Chair Jackson 4:35 p.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Vice Chair Jackson
- III. ROLL CALL**- Administrative Assistant , Michael Blake

PRESENT: Tim Underdown, Chair arrived at 4:55 p.m.
Janice Jackson, Vice Chair
Thomas Buckley, Trustee
Karen Snyder, Trustee
Rose Tompkins, Trustee
Denice Enochs, District Manager/Board Treasurer
Michael Blake, Administrative Assistant/Board Secretary
James Mickartz/Architect arrived at 4:45 p.m.

- IV. PUBLIC COMMENTS**— No public was in attendance.

V. CONFIRMATION OF AGENDA

Trustee Tompkins motioned to accept the agenda as presented. Trustee Snyder seconded the motion which carried unanimously (3-1).

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

VI. CONSENT CALENDAR

- A. Ratify Expenditures – 8/14/15-8/31/15
Petty Cash 8/1/15-8/31/15
Approve Expenditures 9/1/15 – 9/10/15
- B. Approval of the Minutes of the RBM 8/13/15
- C. Manager’s Report

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet
- c. Building Project Expenses

D. Operations Report

Trustee Snyder motioned to approve the consent calendar. Trustee Jackson seconded the motioned which carried unanimously (4-0).

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

Jim Mickartz/Architect arrived at 4:45 p.m.
Chairman Underdown arrived at 4:55 p.m.

VII. ACTION ITEMS

A. Structural Engineering Proposal(s)

Trustee Tompkins motioned to accept ADS Consulting Engineers Proposal in the amount of \$32,100.00 pending Counsel review. 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

B. Mechanical, Electrical and Plumbing Proposal(s)

Trustee Snyder motioned to accept Davar and Associates proposal in the amount of \$22,500.00 pending Counsel review. 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

Mr. Mickartz left the meeting at 5:22 p.m.

Signed: _____ Date: _____

C. Increase expenditure amount for attendance of CAPC Conference

Chairman Underdown motioned to increase the amount for the conference to cover the additional attendee's registration and room charges. 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

D. Public Cemetery Alliance Annual Meeting Oct. 23, 2015 Corning CA.

Trustee Jackson motioned to send Chairman Underdown and Ms. Enochs to the PCA Annual meeting in Corning. 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

Trustee Tompkins left the meeting at 5:32 p.m.

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

- A. Time Clock – Board to reconsider in 6 months
- B. Table – Use plastic banquet table temporarily
- C. GSRMA Board – no interest in attending
- D. Policy for Board Members attending one conference per year – dropped
- E. Reschedule October's RBM – Oct. 15, 2015

IX. CLOSED SESSION

Vice Chair Jackson moved into Closed Session at 5:45 p.m.

1. PUBLIC EMPLOYEE EVALUATION #21
2. PUBLIC EMPLOYEE EVALUATION #10

Signed: _____ Date: _____

Vice Chair Jackson reconvened back into open session at 5:50 p.m.

Chairman Underdown motioned to increase the wage for Public Employee #10 by 50 cents an hour and Public Employee #21 by \$1.00 an 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

X. STAFF COMMENTS

Ms. Enochs informed the Board the she will be gathering bids for tree trimming within the next month or so.

Ms. Enochs reminded the Board of Temecula Public Cemeteries meeting on September 17th.

Ms. Enochs informed the Board that she is still waiting an answer from Rick De Santiago concerning the road paving.

Ms. Enochs informed the Board that John Cavanaugh's legal retainer ends on the 15th of October.

XI. BOARD COMMENTS

Trustee Snyder stated that the grass looks good despite the water cut backs. She also stated that Lake Elsinore may be looking at another reduction of irrigation.

Chairman Underdown presented a check to office staff for the Guadalajara's lunch after the flood control ribbon cutting.

Chairman Underdown complimented and thanked staff for their hard work. He donated his stipend for the September meeting for employees to be treated to lunch.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, October 15th at 4:30 P.M.

Vice Chair Jackson motioned to adjourn the meeting at 6:05 P.M. Trustee Snyder seconded the motion.