

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting November 12, 2015
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Underdown at 4:30 p.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance – Chairman Underdown
- III. ROLL CALL**- Administrative Assistant , Michael Blake:

PRESENT: Tim Underdown, Chair
Janice Jackson, Vice Chair
Thomas Buckley, Absent
Karen Snyder, Trustee
Rose Tompkins, Trustee
Denice Enochs, District Manager/Board Treasurer
Michael Blake, Administrative Assistant/Board Secretary
John Cavanaugh, District Counsel
Stephanie Garcia, Paralegal/Cavanaugh Law

- IV. PUBLIC COMMENTS**— No public was in attendance.
- V. CONFIRMATION OF AGENDA**

Trustee Buckley entered the meeting at 4:35

Trustee Snyder motioned to accept the agenda as presented. Vice Chair 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 – 10/15/2015-10/30/2015
Petty Cash 10/1/1015-10/30/2015

Signed: _____ Date: _____

Approve Expenditures 11/1/2015-11/12/2015

- B. Approval of the Minutes of the RBM 10/15/2015
- C. Manager's Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Building Project Expenses
- D. Operations Report

Trustee Snyder motioned to approve the consent calendar. Vice Chair Jackson seconded the motioned 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. Tree Bids

Vice Chair Jackson motioned to approve Rudy's Landscape and Tree Service bid for trimming the trees along Collier Avenue in the amount of \$2,550. 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

- B. Employee Thanksgiving and Christmas

Vice Chair Jackson motioned to approve purchasing \$35 gift certificates to a grocery store for employee holiday recognition, one for Thanksgiving and one for Christmas. Trustee Snyder seconded the motion which carried unanimously (5-0).

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

Signed: _____ Date: _____

Trustee Tompkins-Yes

C. Kaiser Health Insurance Plan

Trustee Snyder motioned to continue this item to the next Board meeting. Vice Chair 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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Security Cameras

Trustee Snyder motioned to continue this item to the next Board meeting. 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

B. DRC Meeting

Trustees discussed James Mickartz (Architect) summary email about the last DRC meeting. The Board expressed concern with the Cal-Trans requirement for a traffic study. Staff was directed to write a letter to Cal-Trans.

C. Upright Headstone Policy

Mr. Cavanaugh is to write a policy that enables the Board to designate a future location allowing upright headstones.

D. Bilingual Employee Policy

It was decided not to pursue a policy of this nature right now. Instead employees will be encouraged to take advantage of EVCD's professional development policy.

E. Featured Cemetery Monterey

The Board decided to be the featured Cemetery at the Lake Tahoe conference, if possible.

IX. CLOSED SESSION – no closed session

X. STAFF COMMENTS

Ms. Enochs expressed her gratitude for being sent to the PCA conference in Corning CA. She stated that the conference was very educational and a benefit to the Cemetery and was mainly centered on operational safety.

Ms. Enochs shared a letter of appreciation and commendation that she and Mr. Blake received from Mr. Voorhees – a long time client of the Cemetery.

XI. BOARD COMMENTS

Vice Chair Jackson stated that she thought the Cemetery may be able to get a better deal on health insurance if it is through ADP.

Trustee Snyder expressed her gratitude and excitement for how good the grass looks. She requested that Ms. Enochs show her appreciation to the grounds crew.

Chairman Underdown thanked the Board for sending him and Ms. Enochs to the PCA conference.

Chairman Underdown expressed his need to move the Board meeting to either the 1st or 3rd Thursday of every month.

Trustee Buckley informed staff that Studio 395 may be looking for another venue to celebrate Dia De Los Muertos.

Trustee Buckley also informed staff the Vector Control would be able to help with any fire ant problems.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 10th at 4:30 P.M.

Trustee Snyder motioned to adjourn the meeting at 5:39. Vice Chair Jackson seconded the motion.