

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

Tim Underdown  
Chair

Regular Board Meeting  
January 14, 2016 at 4:30 p.m.



Janice Jackson  
Vice Chair

Karen Snyder  
Trustee

Thomas Buckley  
Trustee

Rose Tompkins  
Trustee

Denice Enochs  
District Manager

Michael Blake  
Administrative Assistant

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.

## AGENDA

- I. **CALL TO ORDER** – Chair Underdown
- II. **PLEDGE OF ALLEGIANCE** – Chair Underdown
- III. **ROLL CALL** – Administrative Assistant
- 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 12/10/2015 -12/31/2015  
Petty Cash 12/2015  
Approve Expenditures 1/1/2016-1/14/2016

- B. Approval of the minutes of the SBM 12/3/2015 & RBM 12/10/2015

- C. Manager's Report

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

- D. Operations Report

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

**VII. ACTION ITEMS**

- A. Chain Link Fence Bids

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

- B. CAPC Conference Monterey

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

**VIII. INFORMATION ITEMS AND POSSIBLE DECISION**

- A. Website

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

- B. Memorial Wall Vases

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

**IX. CLOSED SESSION**

**X. STAFF COMMENTS**

**XI. BOARD COMMENTS**

**XII. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, February 11<sup>th</sup> at 4:30 P.M.

Motion by Trustee\_\_\_\_\_Seconded by Trustee\_\_\_\_\_