

**ELSINORE VALLEY CEMETERY DISTRICT**  
**18170 COLLIER AVENUE**  
**LAKE ELSINORE, CA 92530**  
**Special Board Meeting December 3, 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 was led by Chairman Underdown.

**III. ROLL CALL**- Administrative Assistant, 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, Administrative Assistant/Board Secretary  
James Kempthorne, ADP  
Matt Sisco, ADP

**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. Approve expenditures 11/12/2015-11/30/2015 & 12/1/2015-12/3/2015  
Petty Cash 11/1/2015-11/30/2015

Trustee Snyder motioned to approve the Consent Calendar. Trustee 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

Mr. Blake left the meeting at 5:00 P.M.

## **VII. ACTION ITEMS**

### **A. ADP Presentation**

Trustee Snyder motioned to accept the ADP Payroll, 401K, HR, and Health Insurance package presented by ADP. Chairman Underdown 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. Health Insurance**

Trustee Snyder motioned to go with the Kaiser 90/020 Platinum Plan effective 1/1/2016 through ADP. Chairman Underdown seconded the motion which carried unanimously (5-0).

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

### **C. Public Employee Wage**

Trustee Snyder motioned that a 90 day retirement notice be given by the District Manager and added to the contract. Trustee Jackson seconded the motion which carried unanimously (4-0).

Chairman Underdown recused himself from this vote.  
Vice Chair Jackson-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

Trustee Tompkins motioned to give the District Manager a 1.5% raise to make her salary \$61,000 per year. Trustee Snyder seconded the motion which carried unanimously (4-0).

Chairman Underdown recused himself from this vote.  
Vice Chair Jackson-Yes  
Trustee Buckley-Yes  
Trustee Snyder- Yes  
Trustee Tompkins-Yes

## **VIII. INFORMATION ITEMS AND POSSIBLE DECISION**

A. GSRMA – Continued to next meeting.

## **IX. CLOSED SESSION**

Chairman Underdown moved into closed session at 6:10 P.M.

## **X. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: District Manager

Chairman Underdown reconvened at 6:40 P.M.

## **XI. STAFF COMMENTS**

Ms. Enochs informed the Board that Mr. Mickartz had followed up with Mr. Foster from Cal Trans to see if the traffic study could be waived.

Ms. Enochs asked the Board if she could get bids on 300 feet of chain link fence to finish off the fencing along the freeway border. *The Board gave approval to acquire bids for this project.*

## **XII. BOARD COMMENTS**

Trustee Snyder said she had spoken with Supervisor Jefferies and Bob Magee and they will do whatever they can regarding recouping the cemetery's lost revenue with the boundary change.

Trustee Buckley was glad to see that Rick Estes had helped out with the title reports for the cemetery and was sent a thank you.

Trustee Tompkins was informed that flags were overlooked for 2 local veterans on Memorial Day and she asked staff to investigate.

Trustee Buckley suggested we run an ad in the Press Enterprise asking families to let EVCD know of any veterans that have not been recognized at the Memorial Day Service. Trustee Buckley asked about a grave in section D that looked as though it had sod placed on it.

Trustee Tompkins thanked staff for inviting ADP to the Board meeting.

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

Trustee Snyder motioned to adjourn the meeting at 6:55 and asked that we remember those who lost their lives in the San Bernardino tragedy. Trustee Jackson seconded the motion.