

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting December 10, 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 12/4/15 – 12/10/15
- B. Approval of the minutes of the RBM 11/12/2015
- 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. 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

VII. ACTION ITEMS

- A. GSRMA – No action taken
- B. Security Camera

Chairman Underdown motioned staff to purchase 2 Q-See QT5682-8E3-1 8 Channel 960H/720p DVR with 900TVL High Resolution Cameras for \$399.99 each. 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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

- A. ADP – ADP representatives were invited back to discuss information regarding the transition from Paychex to ADP.
- B. PCA – no action taken. Board asked that staff continue to monitor

IX. CLOSED SESSION

Chairman Underdown moved into Closed Session at 4:59 P.M.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUTAION

Title: District Manager

Chairman Underdown reconvened back into open session at 5:32 P.M.

No action taken

X. STAFF COMMENTS

Ms. Enochs informed the Board the fence estimates and CAPC Monterey will be on the January agenda.

Ms. Enochs explained to the Board that staff have kept Veteran's markers lists for many years and that they are up to date.

Ms. Enochs informed the Board that Mr. Mickartz followed up with Mr. Foster trying to convince Cal Trans to forgo the traffic study.

Ms. Enochs informed the Board that she may have Rudy Solis trim a few other branches on trees around the Cemetery.

Mr. Blake informed the Board he had a request from Shadow Paranormal, they want to come on Cemetery grounds after hours. The Board decided against having anyone on the grounds after closing.

XI. BOARD COMMENTS

Trustee Snyder stated that she was concerned with the pictures on the website and that it should be a Board decision as to what pictures appear on our site.

XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, January 14th at 4:30 P.M.

Chairman Underdown motioned to adjourn the meeting at 5:50 P.M. Trustee Jackson seconded the motion.