

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
Regular Board Meeting January 14, 2016
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 Trustee Snyder.
- 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
John Cavanaugh/Cavanaugh Law
Stephanie Garcia/Cavanaugh Law Paralegal

- 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. 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 and RBM 12/10/2015 with changes.

Signed: _____ Date: _____

C. Manager's Report

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

D. Operations Report

Chairman Underdown motioned to approve the Consent Calendar. Trustee Snyder 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. Chain Link Fence Bids

Trustee Jackson motioned to accept Todd's Fencing's bid in the amount of \$1,840. 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. CAPC Conference Monterey

Chairman Underdown motioned to allow up to \$7,000 for the attendance of the conference. 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

VIII. INFORMATION ITEMS AND POSSIBLE DECISION

A. Website

Staff was given direction to draft a policy stating that graphic and or layout changes to the website need approval from the Board.

B. Memorial Wall Vases

Staff was given direction to collect bids on vases for the in memoriam wall.

IX. CLOSED SESSION – no closed session

X. STAFF COMMENTS

Ms. Enochs informed the Board that Rudy Solis had donated palm trees to the Cemetery and was considering donating more if the Cemetery wanted them. *The decision to accept more palm trees lies with the District Manager.*

Ms. Enochs informed the Board that a group had been photographing headstones in the Jewish section. They will be added to a worldwide genealogical database.

Ms. Enochs informed the Board the Rose Wurtz had contacted the Cemetery about the rain water running off onto her property .Ms. Enochs contacted the City about a possible solution.

Mr. Blake informed the Board that the section of Riverside Dr. coming into the cemetery was repaved.

XI. BOARD COMMENTS

Trustee Buckley stated that he received a compliment about the grounds crew from a woman who has family buried here. She told him that a scattering garden would be a nice feature for the Cemetery to consider.

Trustee Buckley stated that when the boundary change happens, a revenue sharing will most likely take place.

Trustee Tompkins inquired about the life insurance policy that the Cemetery offers to employees.

Trustee Tompkins provided a sheet of questions/suggestions to the Board and staff in relation to a client's burial. *Attorney Cavanaugh suggested a written response be prepared by staff.*

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

Trustee Snyder motioned to adjourn the meeting at 5:18 P.M. Chairman Underdown seconded the motion.

Signed: _____ Date: _____