

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting March 10, 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 Mr. Blake.

**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  
Gary Welsh, VFW, Rough Rider & Elk Member

**IV. PUBLIC COMMENTS**— Mr. Welsh presented to the Board the theme and some of the program for this year's Memorial Day service. Mr. Welsh thanked the Board for their continued support and generosity.

**V. CONFIRMATION OF AGENDA**

Trustee Tompkins 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 – 2/12/2016-2/29/2016  
Petty Cash 2/2016  
Approve expenditures 3/1/2016-3/10/2016
- B. Approval of the minutes of the RBM 2/11/2016

C. Manager's Report

- a. Monthly Report
- b. Balance Sheet

D. Operations Report

Trustee Snyder motioned to approve the consent calendar. 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

**VII. ACTION ITEMS**

A. Audit Bids

Trustee Jackson motioned to accept Nigro & Nigro's Audit proposal of \$7,200 for the 2014-2015 Audit. 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. In Memoriam Wall – No action taken

C. Memorial Day Donation

Trustee Buckley motioned to donate up to \$1,600, to cover the expense of parachuting if enough funds can't be raised.  
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. Upright Headstone Policy

Trustee Snyder motioned to accept the amended headstone policy as follows:

The Elsinore Valley Cemetery District (“District”) Board of Trustees authorizes all memorial markers to be approved by the District Manager or another authorized person.

1. The Headstone markers must be flush, full size granite 3” thick with lawn mower proof edges, or made of U.S. standard Bronze.
2. The District requires a 16”x 28” marker on a FULL burial plot while CREMATION and BABY plots require a 12”x18” marker.
3. The District allows two headstones per single burial plot: one 16”x 28”and one 12”x 18.”
4. Upright headstones may be permitted on new sections of District property at specific locations to be determined by the Board of Trustees.

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. Architect’s Proposed changes

Mr. Blake reviewed Jim Mickartz’ proposed changes to the site plan to comply with City Fire & Building Departments.

### C. Local area meeting April 21,2016, El Centro

Chairman Underdown motioned to approve the attendance and necessary expenses for anyone who wants to attend. 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

D. CSDA Board of Directors Nomination- No nomination

**IX. CLOSED SESSION- No closed session**

**X. STAFF COMMENTS**

Ms. Enochs asked the Board to observe the rejuvenated oak tree as it has come back again.

Ms. Enochs said the public hearing for our building the City is April 5.<sup>th</sup>  
Mr. Mickartz, some staff and Board members will attend.

Mr. Blake stated staff would be taking gift baskets to the Monterey conference.  
Chairman Underdown motioned staff to not exceed \$200 for the baskets. 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

**XI. BOARD COMMENTS**

Trustee Buckley requested that shirts be placed on the next agenda for discussion.

Trustee Tompkins asked for clarification on the cross referencing.

**XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, April 14<sup>th</sup> at 4:30 P.M.**

Trustee Snyder motioned to adjourn the meeting at 5:27 P.M. Trustee Jackson seconded the motion which carried unanimously (5-0).