

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Regular Board Meeting April 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**- Manager Denice Enochs:

PRESENT: Tim Underdown, Chair  
Janice Jackson, Vice Chair  
Thomas Buckley, Trustee  
Karen Snyder, Trustee  
Rose Tompkins, Trustee  
Denice Enochs, District Manager/Board Treasurer  
John Cavanaugh/Cavanaugh Law  
Stephanie Garcia/Paralegal Cavanaugh Law

**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 – 3/11/2016-3/31/2016  
Petty Cash 3/2016  
Approve Expenditures 4/1/2016-4/14/2016

B. Approval of the minutes of the RBM 3/10/2016

C. Manager's Report

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- a. Monthly Report
- b. Balance Sheet
- c. Building Project Expenses 3/2016

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. Memorial Day

Trustee Snyder motioned to donate up to \$1600 for the Memorial Day parachute jumpers in addition to the \$800 if the funds have not been raised. 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. District Shirts

Trustee Buckley motioned to purchase up to \$500 worth of EVCD shirts for promotion. Chairman Underdown seconded the motion which carried (4-1).

Chair Underdown-Yes  
 Vice Chair Jackson-No  
 Trustee Buckley-Yes  
 Trustee Snyder- Yes  
 Trustee Tompkins-Yes

C. Public Employee Wage Increase

Trustee Snyder motioned to increase public employee's wages by 7% effective 4/20/2016. Trustee Jackson seconded the motion which carried unanimously (5-0).

Public Employee # 31 received a \$1.23 raise per hour, raising their hourly wage to \$18.73 per hour.

Public Employee #32 received \$1.05 raise per hour, raising their hourly wage to \$16.05

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

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

### **A. Special District Website Addition**

Trustee Snyder motioned to not add the link to the website. 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. LAFCO Alternate Special District Member**

Trustee Jackson motioned to take no action on this matter. 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

## **IX. CLOSED SESSION**

Chairman Underdown moved into Closed Session at 4:47 p.m.

### **1. PUBLIC EMPLOYEE EVALUATION #31**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **2. PUBLIC EMPLOYEE EVALUATION #32**

Chairman Underdown reconvened back into open session at 4:53 p.m.

### **X. STAFF COMMENTS**

Ms. Enochs informed the Board that the audit for Fiscal Year 2014/2015 will begin the week of May 3<sup>rd</sup>.

Ms. Enochs also informed the Board that staff will begin working on the budget in the coming weeks.

Ms. Enochs informed the Board that staff has come up with a response to SB272 and that Mr. Cavanaugh will complete his assessment of the Bill.

### **XI. BOARD COMMENTS**

Trustee Buckley stated that when the District updates the general plan the Board should look into creating premium estates. Trustee Jackson agreed and stated that near the new roads would be a good place.

Trustee Buckley asked Ms. Enochs when the building project was being presented to the city council for approval. She told him that she was unsure.

Trustee Jackson asked that a disaster plan be put on the next Agenda.

Trustee Jackson also stated that the Board should start considering having the employees pay toward their health benefits.

Trustee Tompkins asked if the district had a policy on body art.

Trustee Tompkins asked how the District can find out how much money is being collected from tax money on the Districts behalf.

Trustee Tompkins also asked how the District can be sure that the proper amount of money is being collected from areas annexed into the District Boundaries.

Trustee Snyder gave Ms. Enochs a written statement to be read at the next Board meeting on her behalf.

Trustee Snyder presented a report detailing an ongoing issue concerning headstones and the Kell Family. Mr. Kell has continuously raised concerns over the quality of water and the effects on headstones.

Ms. Snyder requested that the matter of headstone cleaning be placed on the June Agenda.

### **XII. ADJOURNMENT - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, May 12<sup>th</sup> at 4:30 P.M.**

Vice Chair Jackson motioned to adjourn the meeting at 5:35 P.M. Trustee Snyder seconded the motion.