

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
September 8, 2016 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Underdown at 10:03 a.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Trustee Tompkins
- III. ROLL CALL**- District 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 Jackson motioned to accept the agenda as presented. 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

VI. CONSENT CALENDAR

- A. Approve Expenditures August 12, 2016 – September 8, 2016
Petty Cash August 2016.
- B. Approval of the Minutes of the Regular Board Meeting August 11, 2016 and the
Special Board Meeting August 25, 2016.
- C. Manager's Report
a. Monthly Report

Signed: _____ Date: _____

- b. General Ledger
- c. Balance Sheet

D. Operations Report

Trustee Snyder motioned to approve the Consent Calendar. 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

VII. ACTION ITEMS

A. Conflict of Interest Policy

Trustee Jackson motioned to accept the Conflict of Interest Policy report as presented by Counsel. 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. EVMWD

Chairman Underdown motioned to contact EVMWD's Board of Directors via letter, requesting a meeting. 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

C. Public Employee Wage Increase #10

D. Public Employee Wage Increase #21

Trustee Buckley motioned to give each evaluated employee a 4% raise effective next pay period. Trustee Snyder seconded the motion which carried unanimously (5-0).

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

E. Conference Chair Selection

Trustee Jackson motioned for staff to make the decision on the chairs. Trustee Snyder seconded the motion which carried unanimously (5-0).

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

VIII. CLOSED SESSION

Chairman Underdown moved into Closed Session at: 10:43 a.m.

Public Employee Evaluation #10

Public Employee Evaluation #21

Chairman Underdown reconvened back into open session at 10:48 a.m.

IX. STAFF COMMENTS

Ms. Enochs informed the Board that an email from Cheryl Smith of PCA regarding the new JPA formation would be forwarded to the Board.

Ms. Enochs informed the Board that Mr. Cavanaugh's yearly evaluation was due in October. *Trustee Buckley suggested moving the evaluation to coordinate with our fiscal year end.*

Ms. Enochs stated the presentation she and Mr. Blake did for the Chamber went well.

Ms. Enochs is waiting on word from Mr. Ventura regarding the WQMP.

X. BOARD COMMENT

Chairman Underdown informed the Board the District Manager's Evaluation was soon approaching. *It was decided to put it on the agenda in November.*

Signed: _____ Date: _____

XI. ADJOURNMENT- Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, October 14th at 10:00 a.m. Trustee Tompkins motioned to adjourn the meeting at 11:01 a.m. Trustee Snyder seconded the motion.

Signed: _____ Date: _____