

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
November 10, Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Chairman Underdown called the meeting to order at 10:00 am.
- II. PLEDGE OF ALLEGIANCE** – District Counsel, John Cavanaugh led in the pledge of allegiance.
- 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, Paralegal Cavanaugh Law

- IV. PUBLIC COMMENTS** – no public 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 October 13 – November 10, 2016
Petty Cash October 2016
- B. Approval of the Minutes of the Regular Board Meeting October 13, 2016 and the Special Board Meeting October 19, 2016.

Signed: _____ Date: _____

C. Manager's Report

- a. Monthly Report
- b. General Ledger
- c. Balance Sheet
- d. Building Project

D. Operations Report

Trustee Jackson motioned to accept the consent calendar. 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

VII. ACTION ITEMS

- A. Trustee Snyder motioned to accept Resolution #16-11-01 to withdraw \$300,000 from County General Fund #51175 to Wells Fargo Advisors General Fund Account #7057-6984 & Withdraw \$40,000 from County Endowment Fund #51180 to Wells Fargo Advisors Endowment Fund # 7057-7012. 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

- B. Trustee Jackson motioned to accept Resolution #16-11-02 to withdraw \$20,000 from Wells Fargo Advisors Endowment Interest Fund to Wells Fargo Advisors Endowment Care Fund Account Number: 7057-7012. 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

C. Emergency Action Plan

Chairman Underdown motioned to continue this item to the next Regular Board Meeting. 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. Health Insurance

Trustee Snyder motioned to keep the Kaiser Health Plan that is in place for 2017. 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

E. CAPC Conference - Oxnard

Chairman Underdown motioned to approve the expenditure of up to \$1,000 per person for attendance at the conference. 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

F. ADA Compliance

Trustee Tompkins motioned to gather bids for making the public restroom ADA compliant. 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

G. Chapel Building

Trustee Snyder motioned to hold a Special Board Meeting to review these design elements. 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

H. Ventura Engineering

Trustee Jackson motioned to accept Ventura Engineering's Proposal for \$14,000 and Earth Strata's Proposal of \$3,300. 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

I. #19 District Manager

Ms. Enochs was given a good annual review.

Trustee Jackson motioned to offer Ms. Enochs a renewal contract for the 2017 Calendar year and increase her salary by 5%. Trustee Snyder seconded the motion which carried unanimously (4-0).

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

VIII. CLOSED SESSION

Chairman Underdown moved into closed session at 10:31 a.m.

A. Public Employee Evaluation #19 District Manager

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

IX. STAFF COMMENTS

Ms. Enochs informed the Board that the District should consider attending CSDA conferences.

Ms. Enochs informed the Board she had not heard anything regarding the incident that took place on the 4th.

Mr. Blake informed the Trustees that staff would be looking into phone/internet prices for the new building.

Mrs. Enochs informed the Board election of officers would be on the December's agenda.

X. BOARD COMMENTS

Trustee Buckley informed the Board that Robin Golden would be able to attend a Special Board Meeting either November 17th or 21st at 1:00 pm.

Trustee Snyder asked if we had received an executed water contract.

Trustee Snyder informed the Board she has joined a positive new group, The Lake Citizen's Committee.

Trustee Snyder made the suggestion she would like Ms. Enochs to have a sheet along with the agenda giving her recommendation.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 8th at 10:00 A.M.

Trustee Snyder motioned to adjourn the meeting at 11:10. Chairman Underdown seconded the motion which carried unanimously (5-0).