

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

- I. CALL TO ORDER**— Meeting called to order by Chairman Underdown at 10:00 a.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Trustee Tompkins.
- III. ROLL CALL**- Administrative Assistant, Michael Blake

PRESENT: Tim Underdown, Chair
Janice Jackson, Vice Chair
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 was in attendance.

V. CONFIRMATION OF AGENDA

Trustee Snyder motioned to accept the agenda as presented. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

VI. CONSENT CALENDAR

Trustee Buckley entered the meeting at 10:05 am.

- A. Approve expenditures November 10, 2016-December 8, 2016
Petty Cash November 2016
- B. Approval of the Minutes of the Regular Board Meeting November 10, 2016 and the Special Board Meeting November 21. 2016.

Signed: _____ Date: _____

C. Manager's Report

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

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. Chapel Building

Trustee Buckley motioned to have Robin Golden and Jeff attend the February 9th board meeting with a budget and design work for the proposed tree. 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. Web site/Chapel Tab

Trustee Snyder motioned for staff to move forward with a Chapel tab on the web site. 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

C. Emergency Action Plan

Trustee Snyder motioned to adopt the Emergency Action Plan 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

D. Election of Officers

Trustee Snyder thanked Chairman Underdown for his years of service. Trustee Snyder then proceeded to nominate Trustee Buckley as Elsinore Valley Cemetery's President for the upcoming term. There were no other nominations. Vote carried as follows:

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

Trustee Jackson nominated Trustee Snyder to serve as Vice Chairman. There were no other nominations. Vote carried as follows:

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

VIII. CLOSED SESSION – no closed session

IX. STAFF COMMENTS

Ms. Enochs informed the Board last year's audit will be conducted the week of Christmas.

Ms. Enochs informed the Board Ethics training will be offered through CSDA.

Ms. Enochs congratulated Trustee Buckley and Trustee Snyder.

X. BOARD COMMENTS

Trustee Buckley mentioned looking into a separate endowment for burying people without funds.

Trustee Buckley thanked Chairman Underdown for his years of service and wants to ensure this meeting closes with appreciation of his service.

Trustee Tompkins thanked Chairman Underdown.

Signed: _____ Date: _____

Trustee Snyder thanked Chairman Underdown and Vice Chair Jackson both for their service.

Trustee Snyder stated that she thought staff's recommendations for other revenues sources was brilliant and thanked staff for thinking outside of the box.

Trustee Jackson thanked Chairman Underdown and expressed how she enjoyed working with him, Mr. Cavanaugh and Stephanie Garcia.

Trustee Jackson asked if more plots have been mapped out and also wants to address a price increase after the building is up.

Trustee Buckley expressed the possibility of needing to hire a consultant to determine prices after the chapel/office project is complete.

Chairman Underdown thanked Ms. Enochs and congratulated Trustee Buckley and Trustee Snyder.

Mr. Cavanaugh gave kudos to Ms. Enochs and Mr. Blake for working with him to turn the cemetery around.

Karen requested that staff add an agenda item to discuss adding a link to non-profits and humanitarian agencies around the area.

XI. ADJOURNMENT- Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday January 12th, 2017 at 10:00 A.M.

Trustee Snyder motioned to adjourn the meeting with special thanks to Chairman Underdown for his years of service at 10:56 a.m. Trustee Jackson seconded the motion.