

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Special Board Meeting February 16, 2017  
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 2:33 p.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Jim Mickartz.
- III. ROLL CALL**- Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, Chair  
Karen Snyder, Vice Chair  
Janice Jackson, Trustee  
Rose Tompkins, Trustee  
Tim Underdown, Trustee  
Denice Enochs, District Manager/Board Treasurer  
Michael Blake, Administrative Assistant/Board Secretary  
John Cavanaugh/Cavanaugh Law  
Stephanie Garcia/Paralegal Cavanaugh Law  
Jim Mickartz, Architect  
Robin Golden, Artist

- IV. PUBLIC COMMENTS**— No public was in attendance.

**V. CONFIRMATION OF AGENDA**

Vice Chair Snyder motioned to accept the agenda as presented. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

**VI. CONSENT CALENDAR**

- A. Approve expenditures February 9, 2017- February 16, 2017  
Trustee Underdown motioned to approve the Consent Calendar. Trustee Tompkins seconded the motion which carried unanimously (5-0).

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

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

**VII. ACTION ITEMS**

A. Chapel Building Prequalification Form Approval and Update with Jim Mickartz

Mr. Mickartz gave the Board a status update of where the project is at in terms of city approval. He stated that he is waiting on electrical. He also stated he needs a preliminary title report from within the last 6 months.

Discussion of preliminary qualification process was to request 2 copies from contractors. Board will open at the Regular Board Meeting and will forward second copy to Mr. Mickartz so he can make a comparative Excel sheet.

Chairman Buckley motioned to approve the prequalification form with changes. Vice Chair Snyder seconded the seconded the motion which carried unanimously (5-0).

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

B. Tree of Life Sculpture

Robin Golden went over the design plans for the sculpture with Mr. Mickartz and the Trustee's. Trustee Snyder asked if the backdrop could fade to blue at the top. No action taken.

**VIII. CLOSED SESSION – no closed session**

**IX. STAFF COMMENTS**

Mr. Blake informed the Trustees the Cemetery did not win Small Business of the Year at the Chamber Dinner.

Ms. Enochs informed the Trustees GSRMA's Betsey Downey visited and EVCD is hosting a CPR and First Aid training on May 10<sup>th</sup>. Other nearby districts will participate.

**X. BOARD COMMENTS**

Vice Chair Snyder thanked everyone for the card and flowers.

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

Trustee Underdown said he had spoken with Ben Benoit who related that the process for the boundary change has begun.

Chairman Buckley asked staff to find facility management companies for future reference.

**XI. ADJOURNMENT-** Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday March 9<sup>th</sup> at 2:30 p.m.

Vice Chair Snyder motioned to adjourn the meeting at 3:40 Trustee Jackson seconded the motion.

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