

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
June 8, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 1:00 P.M.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Trustee Underdown.
- III. ROLL CALL**- Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, Chair
Karen Snyder, Vice Chair
Janice Jackson, Trustee
Rose Tompkins, Trustee absent
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

- IV. PUBLIC COMMENTS**— No public was in attendance
- V. CONFIRMATION OF AGENDA**

Vice Chair Snyder motioned to accept the agenda as presented. Trustee Tompkins 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 May 23 – June 8, 2017
- B. Approval of the Minutes of the Regular Board Meeting May 11, 2017 and the Special Board Meeting May 23, 2017
- C. Manager's Report

Signed: _____ Date: _____

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

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Underdown seconded the motioned which carried unanimously (5-0).

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

VII. ACTION ITEMS

A. Chapel Building

After discussion the board reached the consensus that the chapel will feature recessed lighting with 4 hanging pendant lights at the front.

Chairman Buckley is to contact Robyn Golden and ask approximate height and weight of Tree of Life Sculpture. Information to be sent to the architect, Jim Mickartz.

B. Wage Scale

Trustee Underdown addressed some concerns he had before finalizing the wage scale. The Board reached a consensus that the wage scale should be 5 steps with longevity after 5 years.

C. Health Insurance – Tabled

D. Shop Facilities

Staff was directed to speak with the grounds crew regarding a shower. Staff will gather bids as needed.

E. Manager’s Succession

Ad placement was discussed and Chairman Buckley asked Ms. Enochs to help in the selection process.

VIII. CLOSED SESSION

Chairman Buckley entered into closed session at 2:14 P.M.

1. PUBLIC EMPLOYEE EVALUATION – Section 54957(b) 1)
Title: District Counsel

Chairman Buckley reconvened into open session at 3:07 P.M.
No items to report in open session.

IX. STAFF COMMENTS

Ms. Enochs informed the Board that Ventura Engineering was to have turned in appropriate changes to Rita Thompson at the City. Ms. Enochs has been unable to contact Ventura Engineering.

Mr. Blake reported the budget would be on the July Agenda.

X. BOARD COMMENTS

Trustee Tompkins complimented EVCD's Memorial Day Service and said she heard the service was nicer than others.

Trustee Jackson requested any messages from Supervisor Jefferies to be sent to the office and then forwarded to Board members.

Trustee Underdown also thanked staff for a wonderful Memorial Day Ceremony.

- XI. ADJOURNMENT-** Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, July 13th at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 3:15 P.M. Trustee Jackson seconded the motion.