

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
July 6, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** — Meeting called to order by Chairman Buckley at 1:30 p.m.
- II. PLEDGE OF ALLEGIANCE** — Pledge of Allegiance was led by Frank Barrett.
- III. ROLL CALL** - District Manger Denice Enochs.

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/Counsel Cavanaugh Law
Stephanie Garcia/Paralegal Cavanaugh Law

- 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 June 8, 2017 - July 6, 2017
- B. Approval of the Minutes of the Regular Board Meeting June 8, 2017
- C. Manager's Report
- a. Monthly Report

Signed: _____ Date: _____

- b. Balance Sheet
- c. Petty Cash

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Jackson 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. Hot Line Construction

Frank Barrett expressed interest in renting out space in the cemetery to store Equipment. The Board discussed the issue and directed staff to send a brief note stating we are not interested at this time.

B. 2017-2018 Budget

Trustee Jackson motioned to approve the 2017-2018 Budget as presented. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

C. Wage Scale

Trustee Underdown motioned to table the wage scale until August. Trustee Jackson seconded the motioned which carried unanimously (5-0).

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

D. CSDA Board of Directors Election

Trustee Tompkins motioned to cast a vote for John DeMonaco for the seat on the CSDA Board of Directors. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

E. Manager's Succession

The applications were reviewed and narrowed down to five applicants. Manager is to schedule the five applicants for interviews on the 27th pending schedules with a break for lunch. The Board requested a thank you letter go out to all that applied.

VIII. CLOSED SESSION - no closed session

IX. STAFF COMMENTS

Ms. Enochs asked Mr. Cavanaugh for clarification on prevailing wage and stated Staff is beginning to gather paving bids.
Ms. Enochs showed the Trustee's two niche plate covers and asked if they would accept the one sent by Sun City Granite as client had wanted. *Board's consensus was no.*
Mr. Blake said he would soon be scheduling the PCA Conference and asked if anyone would like to join himself and Trustee Underdown.

X. BOARD COMMENTS

No Board Comments

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

Trustee Jackson motioned to adjourn the meeting at 3:05 pm. Vice Chair Snyder seconded the motion.