

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
January 12, 2017 Regular Board Meeting  
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 10:00 a.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  
Tim Underdown, Trustee  
Denice Enochs, District Manager/Board Treasurer  
Michael Blake, Administrative Assistant/Board Secretary

ABSENT: Rose Tompkins, Trustee

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

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

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

**VI. CONSENT CALENDAR**

- A. Approve expenditures December 8, 2016 – January 12, 2017  
Petty Cash December 2016
- B. Approval of the Minutes of the Regular Board Meeting December 8, 2016
- C. Manager's Report
- a. Monthly Report  
b. Yearly Burial Comparison

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

- c. General Ledger
- d. Balance Sheet
- e. Building Project

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar with the change to the Minutes. Trustee Jackson seconded the motioned which carried unanimously (4-0).

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

Robin Golden and Jeff Morris entered the meeting at 10:10 a.m.  
Willy Ventura entered the meeting at 10:15 a.m.

**VII. ACTION ITEMS**

A. Ventura Engineering – receive and file

Willy Ventura along with Robert Reiner, by way of conference call, gave the Board an update on the status of the WQMP project. Both engineers stated they are working with Rita Thompson at the City to make sure the job is completed with the proper city codes and that everything is addressed correctly. It was stated that after the minutia of paper work the job should wrap up in a couple of weeks.

Trustee Jackson motioned to receive and file. Vice chair Snyder seconded the motion which carried unanimously.

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

B. Chapel Building

Robin Golden and Jeff Morris presented the Board with an all-inclusive bid of \$18,400 for the tree, birds and panels installed. Ms. Golden stated the finishes and the footings would be the only thing not included.

Vice Chair Snyder motioned to accept the \$18,400 bid with a max bid of \$25,000 for the project completion pending Counsel Review with a 10% of the 50% down

Ms. Golden required for the start of the project. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

- C. Website – Remove from calendar.
- D. Chamber of Commerce 68<sup>th</sup> Annual Installation Dinner

Vice Chair Snyder motioned for the cemetery to purchase the \$1,000 table for the Chamber Dinner and asked staff to attend. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

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

**IX. STAFF COMMENTS-**

Mr. Blake informed the Board Mr. Cavanaugh suggests the webinars or attendance of the conferences for the required AB1825 training.  
Ms. Enochs asked the Board members for their 700 forms.  
Ms. Enochs said she will be purchasing raffles gifts for the February conference.

**X. BOARD COMMENTS**

Vice Chair Snyder asked about the employee situation that was mentioned in the packet. Chairman Buckley suggested looking into hiring a facilities management consultant.

**XI. ADJOURNMENT-** Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday February 9th at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:27 a.m. Trustee Jackson seconded the motion.