

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Special Board Meeting November 21, 2016  
MINUTES**

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

PRESENT: Tim Underdown, Chair  
Janice Jackson, Vice Chair  
Thomas Buckley, Trustee  
Karen Snyder, Trustee  
Rose Tompkins, Trustee  
Administrative Assistant, Michael Blake  
Denice Enochs, District Manager/Board Treasurer

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

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

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

**VI. CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by the one motion and a unanimous vote of the Board of Trustees. There will be no separate discussion or action of three items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar previously.

- A. Approve Expenditures November 11 – November 21  
Trustee Snyder motioned to accept the agenda 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

**VII. ACTION ITEMS**

A. Building/Chapel update

The Board had requested Robin Golden attend a meeting and present to the Board a collaboration of different design ideas, materials and the challenges in creating a tree in keeping with the cemetery's logo and the proposed tree of life cremation setting.

Trustee Snyder motioned for Robin Golden to move forward with her ideas and present back to the Board at the December 8<sup>th</sup> her ideas, different materials and an idea of the price difference in metals .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

A. Public Employee #19 District Manager Contract

Trustee Snyder motioned to accept the District Manager's 2017 contract with the 5% raising the salary to \$64,050. 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

**VIII. CLOSED SESSION** no closed session

**IX. STAFF COMMENTS**

Ms. Enochs informed the Board Mr. Cavanaugh will give a two hour AB 1234 at a meeting after the first of the year.

Mr. Blake informed the Trustees the rooms for the conference had been booked.

**X. BOARD COMMENTS**

Trustee Snyder commented how she likes the idea of the chapel tree being placed on the outside of the chapel.

Trustee Tompkins thanked Trustee Buckley for inviting Ms. Golden to the meeting.

**XI. ADJOURNMENT** - Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 8<sup>th</sup> at 10:00 am.

Trustee Snyder motioned to adjourn the meeting at 1:41 pm. Trustee Jackson seconded the motion.