

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
February 9, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 10:03 a.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Grace Sandlin.
- III. ROLL CALL**- Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, 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
Robin Golden
Jeff Morris
Grace Sandlin/Studio 395

ABSENT: Karen Snyder, Vice Chair

- 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- Absent
Trustee Jackson-Yes
Trustee Tompkins- Yes
Trustee Underdown-Yes

VI. CONSENT CALENDAR

- A. Approve expenditures January 12, 2017- February 9,2017
Petty Cash January 2017

Signed: _____ Date: _____

- B. Approval of the Minutes of the Regular Board Meeting December 8, 2016
Approval of the Minutes of the Regular Board Meeting January 12, 2017

C. Manager's Report

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

D. Operations Report

Trustee Jackson motioned to approve the Consent Calendar. Trustee Underdown seconded the motioned which carried unanimously (4-0).

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

VII. ACTION ITEMS

- A. Ventura Engineering – no action
- B. Chapel Building-

Robin Golden presented a small representation of the tree of life sculpture she and Jeff Morris will be constructing. She stated her bid would include all but the anchors for footings, lighting and landscape. Ms. Golden gave suggestions for landscaping. Ms. Golden was asked to contact Mr. Mickartz.

Trustee Jackson motioned to accept Robin Goldens' bid for \$24,600 and directed Mr. Cavanaugh to proceed with a contract. Trustee Underdown seconded the motion which carried unanimously (4-0).

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

Robin Golden and Jeff Morris left the meeting.

Grace Sandlin from Studio 395 put together some ideas for the five north facing windows showing many options local artists could provide.

Chairman Buckley motioned for Ms. Sandlin to gather traditional designs and present at the next Regular Board Meeting. Trustee Underdown seconded the motion which carried unanimously (4-0).

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

Grace Sandlin left the meeting.

Staff passed out brochures for three different contractors Mr. Mickartz has worked with plus one Chairman Buckley recommended.

Trustee Tompkins motioned for staff to schedule a Special board Meeting with Mr. Mickartz to review the pre-qualification standard for bidders and send it to Mr. Cavanaugh for review. Trustee Jackson seconded the motioned which carried unanimously (4-0).

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

- C. Local Area Meeting Coachella, March 16,2017-no action
- D. 2015-2016 Audit Draft – no action

VIII. CLOSED SESSION

- A. Public Employees - tabled

IX. STAFF COMMENTS

Ms. Enochs reminded the trustees about the conference Feb 23-25th.

Mr. Blake mentioned the two visitors that came to the door commented how beautiful the cemetery is.

X. BOARD COMMENTS

Signed: _____ Date: _____

Trustee Underdown asked staff to have CSDA Conferences and prices on the next agenda.

Chairman Buckley asked staff if they had contacted any facility management consultants.

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

Trustee Underdown motioned to adjourn the meeting at 11:34 a.m. Trustee Jackson seconded the motion.

Signed: _____ Date: _____