ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530

March 14, 2019 Regular Board Meeting

MINUTES

I. CALL TO ORDER - Meeting called to order by Chairperson Snyder at 10:02 a.m.

II. PLEDGE OF ALLEGIANCE - Pledge of Allegiance was led by John Cavanaugh

III. ROLL CALL - Interim Manager- Denice Enochs

PRESENT: Karen Snyder, Chairperson
             Rose Tompkins, Vice Chair
             Thomas Buckley, Trustee
             Janice Jackson, Trustee
             Tim Underdown, Trustee
             Denice Enochs, Interim Manager
             John Cavanaugh, Cavanaugh Law
             Stephanie Garcia, Cavanaugh Law
             Vicki Warren, Public

IV. PUBLIC COMMENTS - Vicki Warren introduced herself and said she had been made aware of a position opening for District Manager and she would like to be considered. Ms. Warren spoke of her background working with the Canyon Lake and would also like to work on the Memorial Day Committee. Ms. Warren left the meeting at approximately 10:15 a.m.

V. CONFIRMATION OF AGENDA
Mr. Cavanaugh announced it had been brought to his attention there was need to add an urgent item (F). to the agenda.

Trustee Underdown motioned to accept the agenda. Trustee Jackson seconded the motion which carried unanimously (5-0).

             Chairperson Snyder - Yes
             Trustee Buckley- Yes
             Trustee Jackson- Yes
             Trustee Tompkins- Yes
             Trustee Underdown- Yes

Signed: _____ Date: _____

VI. CONSENT CALENDAR

A. Approval of Expenditures

B. Approval of the Minutes

C. Manager's Report

Monthly Calendar
Incident Reports-none
Status update on major projects

D. Operations Report

Trustee Underdown motioned to approve the consent calendar. Trustee Tompkins seconded the motion which carried unanimously (5-0).

Chairperson Snyder - Yes
Trustee Buckley- Yes
Trustee Jackson- Yes
Trustee Tompkins-Yes
Trustee Underdown-Yes

VII. NEW BUSINESS

A. Requests for Proposals for District Manager

The Board approved to advertise for two weeks and discussed criteria requested for the position including government and municipal knowledge, bilingual speaking preferred, long, and short term planning, background check, strong communication skills

Trustee Underdown motioned to approve the request to seek proposals. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chairperson Snyder - Yes
Trustee Buckley- Yes
Trustee Jackson- Yes
Trustee Tompkins- Yes
Trustee Underdown-Yes

B. Approval of Interim District Manager Agreement

Mr. Cavanaugh is to prepare the contract for the Interim District Manager and it is to be placed on the next agenda for approval.

Signed: _____ Date: _____

Trustee Jackson motioned to have contract on the next agenda. Trustee Underdown seconded the motion which passed (5-0).

> Chairperson Snyder- Yes
> Trustee Buckley-Yes
> Trustee Jackson- Yes
> Trustee Tompkins- Yes
> Trustee Underdown- Yes

C. District Office Hours

After discussion it was agreed the office hours are to be 8:30 - 4:00. Office staff is to work 8:00- 4:30 and the grounds men 6:30 - 3:00.

Trustee Underdown motioned to approve hours as such. Trustee Jackson seconded the motion which carried unanimously (5-0).

> Chairperson Snyder - Yes
> Trustee Buckley- Yes
> Trustee Jackson- Yes
> Trustee Tompkins- yes
> Trustee Underdown-Yes

D. Request for Proposal: Auditor

Trustee Buckley motioned for office staff to research new auditors with governmental experience and acquire proposals for the next meeting. Trustee Underdown seconded the motion which carried unanimously (5-0).

> Chairperson Snyder - Yes
> Trustee Buckley- Yes
> Trustee Jackson- Yes
> Trustee Tompkins- Yes
> Trustee Underdown-Yes

E. Consideration of approval of additional legal fees for personnel matters.

Mr. Cavanaugh discussed at length the inadequate operations occurring at the District. Mr. Cavanaugh stated he is operating on a retainer at a loss and is asking the Board to consider the additional 100 hours he and Ms. Garcia have spent on personnel matters since November and he will submit a separate bill for the time spent. Mr. Cavanaugh also stated when his contract is up he will be renegotiating.

Trustee Jackson motioned to put Mr. Cavanaugh's request for additional fees on the next agenda for approval. Trustee Tompkins seconded the motion which carried unanimously (5-0).

Signed: _____ Date: _____

Chairperson Snyder - Yes
Trustee Buckley- Yes
Trustee Jackson- Yes
Trustee Tompkins- Yes
Trustee Underdown- Yes

F. EDD Insurance Claim

Mr. Cavanaugh informed the Board that the District received a claim from EDD and asked the Board how they would like it to be handled. After a brief discussion Mr. Cavanaugh said he would handle the matter.

Trustee Underdown motioned to have Cavanaugh Law contact EDD and file initial response. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chairperson Snyder - Yes
Trustee Buckley- Yes
Trustee Jackson- Yes
Trustee Tompkins- Yes
Trustee Underdown-Yes

VIII. OLD BUSINESS

IX.   FUTURE AGENDA ITEMS

Board meeting to discuss future "General Plan"

X.   CLOSED SESSION

XI.   STAFF COMMENTS

- Pomerado Cemetery - Local Area Meeting
  Thursday May 16, 2019 at 10:00 a.m. - 1:00 p.m.
- Memorial Day Planning Meeting at the First Assembly will be Tuesday March 19, 2019 Ms. Enochs will attend.

XII. BOARD COMMENTS

K. Snyder:	Addressed dead bushes and plants on premises. ADA: Yellow plates need to be replaced.
R. Tompkins:	Thanked the grounds crew for their work on the recent improvements. Asked staff to contact the local telephone and electric company(s) re: cracked boxes on Collier. Would like dandelion concern addressed after rain.
T. Buckley:	No Comment

Signed: _____ Date: _____

J. Jackson:	Would like staff to address the office windows and the dirt in the driveway at the cemetery entrance.
T. Underdown:	Requested that Binary be added to all future job applications Gave update of the Trustee Break-out meeting at CAPC conference.

XIII. ADJOURNMENT - Special Board Meeting March 19, at 10 a.m. and next Regular Board meeting is scheduled for April 11, 2019 at 10 a.m.

Trustee Underdown motioned to adjourn Trustee Jackson seconded. Meeting adjourned at: 12:34 p.m.

Signed: _____ Date: _____