

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

**March 19, 2019 Special Board Meeting
MINUTES**

- I. **CALL TO ORDER** - Meeting called to order by Chairperson Snyder at 10:05 a.m.
- II. **PLEDGE OF ALLEGIANCE** - Pledge of Allegiance was led by D. Enochs
- III. **ROLL CALL** - Interim District Manager- Denice Enochs

PRESENT: Karen Snyder, Chairperson
Rose Tompkins, Vice Chair
Thomas Buckley, Trustee
Janice Jackson, Trustee
Tim Underdown, Trustee
Denice Enochs, Interim District Manager

PUBLIC COMMENTS - no public

IV. **CONFIRMATION OF AGENDA**

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

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

Trustee Buckley arrived 10:07a.m.

V. **CONSENT CALENDAR - NO ITEMS**

VI. **NEW BUSINESS**

A. Anderson Professional Services. Anderson presentation of CTO report

K. Anderson explained how the CTO, time sheets, payroll were being handled and some of the inconsistencies that were found. K. Anderson recommended a forensic audit of payroll for years 2016-2018. K. Anderson also suggested EVCD change the work week for payroll to Monday thru Friday. Board discussion, a suggestion to update the Employee Handbook.

Signed: _____ Date: _____

Trustee T. Underdown motioned to accept and approve Ms. Anderson's report.
Trustee I. Jackson seconded the motion which passed (5-0).

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

B. Approval of Interim District Manager Agreement with addition of time-clock

Trustee Underdown motioned to add Interim Manager Contract. Trustee Buckley seconded the motion which carried unanimously (5-0).

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

C. Approval of additional legal fees for personnel matters

Trustee Jackson motioned to approve Cavanaugh Law's additional legal fees. Trustee Buckley seconded the motion which carried unanimously (5-0).

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

VII. OLD BUSINESS

VIII. FUTURE AGENDA ITEMS

IX. CLOSED SESSION

X. STAFF COMMENTS

D. Enochs informed the Board the CAPC Membership Directory was going to print and asked for direction.

D. Enochs informed the Board Gretchen Terry with the Valley News had stopped in twice and will be in contact.

D. Enochs informed the Board Dolittle & Sitmore will be on the next agenda for approval.

D. Enochs informed the Board Rosemary Henson had stopped by and is interested in the scanning project.

D. Enochs informed the Board a new monitor and Ethernet cable were purchased.

Signed: _____ Date: _____

XI. BOARD COMMENTS

Chairman Snyder thanked Ms. Enochs.

Trustee Jackson said the dirt in the entrance and the windows had not been addressed.

Trustee Jackson thanked Chairman Snyder for providing the lunch at the last board meeting.

XII. ADJOURNMENT

Next Regular Board meeting is scheduled for April 11, 2019 at 10:00 a.m.

Trustee Underdown motioned to adjourn the meeting, Trustee Jackson seconded.

Meeting was adjourned at 11:01 a.m.

Signed: _____ Date: _____