

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

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 10:02 a.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Jeff Morris.
- III. ROLL CALL**- Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, Chair
Karen Snyder, Vice 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, Artist
Jeff Morris, Artist
Grace Sandlin/Studio 395

- IV. PUBLIC COMMENTS**— No public was in attendance.

V. CONFIRMATION OF AGENDA

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

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

VI. CONSENT CALENDAR

- A. Approve expenditures February 9, 2017- March 9, 2017
- B. Approval of the Minutes of the Regular Board Meeting February 9, 2017
Approval of the Minutes of the Special Board Meeting February 16, 2017

Signed: _____ Date: _____

C. Manager's Report

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

D. Operations Report

Trustee Underdown motioned to approve the Consent Calendar. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

VII. ACTION ITEMS

A. 2015-2016 Audit

Trustee Underdown motioned to accept and approve the 2015-2016 Fiscal year audit. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

B. CSDA Conferences

Trustee Underdown motioned to allow anyone who wants to attend a conference per EVCD's budget. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

C. Robin Golden/Jeff Morris Contract

The Tree of Life contract with Robin Golden and Jeff Morris was signed.

Signed: _____ Date: _____

D. Grace Sandlin/Studio 395

Chairman Buckley motioned to have Vice Chair Snyder and Trustee Jackson form a Sub Committee for the design of the windows in the chapel. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

E. Chapel Building Pre-Qualifications

Seven Pre-Qualifications were opened by the Administrative Assistant and reviewed briefly by Board members.

Vice Chair Snyder motioned to forward the Pre-Qualifications to Jim Mickartz so he can make a report in the form of the excel sheet. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

F. Capitalization Policy

Trustee Underdown motioned to accept the draft policy and set the expenditure limit to add as a fixed asset at \$5,000. Vice Chair Snyder seconded the motion which carried unanimously (5-0)

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

G. Expense Authorization

Vice Chair Snyder motioned to change the expense authorization limit for the manager from \$500 to \$2,000. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

H. Public Employee Wage Increase #31

Trustee Underdown motioned to increase employee #31 hourly wage by 3%. Raising employee #31 wage to \$19.29 hourly. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

I. Public Employee Wage Increase #32

Trustee Underdown motioned to increase employee #32 hourly wage by 3%. Raising employee #32 wage to \$16.53 hourly. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

VIII. CLOSED SESSION

Chairman Buckley moved into Closed Session at 11:24 a.m.

Public Employee Evaluation #31

Public Employee Evaluation #32

Chairman Buckley reconvened into open session at 11:31 a.m.

Signed: _____ Date: _____

IX. STAFF COMMENTS

Mr. Blake informed the Trustees that Paychex would be considered in the discussion about health insurance.

Ms. Enochs stated staff would send the Board the presentation on upcoming developments in Lake Elsinore done by Grant Taylor at a recent Chamber luncheon. Ms. Enochs stated that the Oxnard conference was very informative and had given staff a lot to look into.

Ms. Enochs stated that the policy on repairing veteran headstones will need to be reviewed.

X. BOARD COMMENTS

Trustee Tompkins asked if staff had heard anything from Rose Wurtz during the recent storms.

Trustee Jackson expressed her concern about the homeless around the cemetery.

XI. ADJOURNMENT- Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday April 13th at 10:00 a.m.

Vice Chair Snyder motioned to adjourn the meeting at 12:02 p.m. Trustee Jackson seconded the motion.