

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
April 11, 2019 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 10:04 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Thomas Buckley.
- 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
Michael Blake, Assistant District Manager
John Cavanaugh, Cavanaugh Law
Stephanie Garcia, Cavanaugh Law
Peter Glen, Nigro & Nigro

- IV. PUBLIC COMMENTS** – no public

V. CONFIRMATION OF AGENDA

Chair Snyder requested to move Close Session up after Audio presentation.
Trustee Underdown motioned to accept the agenda. Trustee Tompkins seconded the motion which carried unanimously (5-0).

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

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

Signed: _____ Date: _____

D. Operations Report

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

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

VII. NEW BUSINESS

A. Presentation with O & A of 2018 Audit by Nigro & Nigro

P. Glen presented the 2017-2018 EVCD Audit
Trustee Underdown motioned to accept the 2018 audit. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

B. Request for Proposal for 2019 Auditor
Only 2 bids have been received at this time.

Trustee Underdown motioned to table auditors until there are more proposals. Trustee Jackson seconded the motion which passed (5-0).

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

C. Request for Proposal for District Manager

After a brief discussion and a request to add long-term planning to the proposal it was decided where to post the proposal for district manager and the last day to accept resumes would be April 26th. D. Enochs informed the Board she asked S. Garcia to handle the posting. Vice Chair Tompkins and Trustee Jackson volunteered to go over the resumes and choose 3-5 applicants to interview at a SBM May 6th starting at 1:00 p.m. giving each applicant 30 minutes.

Trustee Jackson motioned to approve the proposal for District Manager. Trustee Buckley seconded the motion which carried unanimously (5-0).

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

D. Forensic Audit of Payroll

Trustee Underdown motioned to table this item until the next RBM. Trustee Buckley seconded the motion which carried unanimously (5-0).

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

E. Request for work week to be changed to Monday thru Friday for Payroll

Trustee Jackson motioned to approve the change. Trustee Buckley seconded the motion which carried unanimously (5-0).

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

F. District Check Signing

Trustee Underdown motioned to allow check signing twice a month and for staff to figure the best day other than RBM. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

G. Office Building

Trustee Buckley motioned staff to get bids for color coating the office building with the intent of having it completed by Memorial Day. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

H. Memorial Day

Ms. Enochs informed the Board she put this on the agenda because the Board usually makes a donation for the event. Trustee Underdown said the event will include the folding of the flag, flyover and committee is looking for new venues to keep the celebration fresh. Ms. Enochs informed the Board she may add to the decorations and she will head that project.

Trustee Underdown motioned to donate \$800 to help with the costs. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

VIII. OLD BUSINESS

1. **Project Priority List – June**
2. **Wedding Policy Outline – J. Cavanaugh**
Drafting a Policy and was asked also to do a no alcohol ordinance
3. **Scanning Project – no real progress**
4. **Review moving niche Wall**

IX. FUTURE AGENDA ITEMS

1. **WebCemeteries Screen Share - (May 09, 2019) Discussion to view Platform options offered**
2. **Floor Plan and estimate for two office desks**
3. **Remodel of Office building**
4. **Review moving Niche Wall**

Signed: _____ Date: _____

X. CLOSED SESSION

Public Employee Discipline/Dismissal/Release - Government Code Section 54957

Chairperson Snyder moved into closed session at 10:21 a.m.

Chairperson Snyder moved into open session at 11:52 a.m.

X. STAFF COMMENTS - Interim District Manager Enochs

- Pomerado Cemetery – Local Area Meeting Thursday May 16, 2019 at 10:00 a.m. – 1:00 p.m.
- Memorial Day Planning Meetings update all on schedule for May 27th
- 2019 PCA Cemetery Alliance Conference information is in the office
- Mr. Cavanaugh addressed the Board regarding the notice of determination/ruling of J. Kuether’s EDD claim. Mr. Cavanaugh was authorized by the Board to pursue further if J. Kuether appeals.
- S. Garcia informed the Board how bad the internet at EVCD really is. She is to evaluate with the IT tech.
- S. Garcia passed out the certificates for the Ethic’s training received by J. Cavanaugh 1/29/2018.
- S. Garcia had 700 forms resigned an informed the Board they are not late.

XI. BOARD COMMENTS

Chairperson Snyder:

- Staff might look into Coastinet on Mission Trail for internet service.
- Everything put on website is to go thru the Board.
- Last year’s budget has not been uploaded.
- Would like to again address the District Manager and the Assistant to have separate emails.

Vice Chair Tompkins:

- Read to the Board the list of items she gave D. Enochs and how they are being taken care of.
- Trustee Tompkins let the Board know that past Trustee F. Crow had passed in December.

Trustee Buckley: None

Trustee Jackson: None

Trustee Underdown:

- Asked F. Crow be put on the next agenda.
- Wants staff to look into Paygov.net for EVCD’s credit card service they offer a better rate.

XII. ADJOURNMENT – Special Board May 6, at 1:00 p.m. And next Regular Board meeting May 9, 2019 at 10 a.m.

Trustee Underdown motioned to adjourn Trustee Buckley seconded. Meeting adjourned at: 12:47. 5-0