

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
April 13, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 1:00 p.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Mr. Cavanaugh.
- 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

- IV. PUBLIC COMMENTS** — No public was in attendance.
- V. CONFIRMATION OF AGENDA**

Lopez Family Disinterment was added as an urgency item under Actions Items “E”

Vice Chair Snyder motioned to add Lopez Family Disinterment to the agenda. 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

Vice Chair Snyder motioned to accept the agenda as amended. Trustee Tompkins 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 April 6 – April 14, 2017
- B. Approval of the Minutes of the Regular Board Meeting March 9, 2017
Approval of the Minutes of the Special Board Meeting April 6, 2017
- C. Manager’s Report
 - a. Monthly Report
 - b. General Ledger
 - c. Balance Sheet
 - d. Building Project
- D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Jackson seconded the motioned 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. EVCD Credit Card

Trustee Underdown motioned for Chairman Buckley along with office staff to set up an appointment with Wells Fargo and move forward with EVCD credit card with staff both having access to its use. 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. Memorial Day

Trustee Underdown motioned to donate \$800 to the Memorial Day service and have the check made out to the VFW. 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. Chapel Building

Staff was directed to email Mr. Mickartz and have him get back to Chairman Buckley with each specific item to address with Grant Taylor. Chairman Buckley said he would also copy the council members with his request.

D. Public Employee Wage Increase #33

Trustee Tompkins motioned to give a 3% or 50 cent an hour raise bringing hourly wage to \$17.00. 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

E. Lopez Family Disinterment

Staff was directed to draft a letter, email and call the Mortuary with their decision to absorb the cost of performing the disinterment and re-interment in the correct grave dependent upon:

- Acknowledgement of the letter and signing required documents
- Acknowledgement that it has been 10 years since interment and EVCD does not know the condition of the vault or casket, thus the presence of a mortician is required. Any fees will be the responsibility of the Lopez family.
- If there is damage to the casket then the expense is the responsibility of the Lopez family. The mortician needs to bring with them a spare casket in case there are damages.
- If there is damage to the vault the Lopez family will be responsible for the \$550 for a new vault through EVCD.

Trustee Underdown motioned as long as these requirements were met to proceed with the disinterment. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

VIII. CLOSED SESSION

Chairman Buckley entered into closed session at 1:35 p.m.

Public Employee Evaluation #33

Chairman Buckley reconvened into open session at 1:48 p.m.

IX. STAFF COMMENTS

Ms. Enochs asked Mr. Cavanaugh to explain the new prevailing wage ruling regarding maintenance.

Ms. Enochs stated that staff was gathering quotes from insurance companies.

Ms. Enochs informed the Board of the employee's upcoming trip to Stadium Pizza.

Mr. Blake gave a progress report on the computer.

X. BOARD COMMENTS

Trustee Underdown expressed that he would like to attend an SDLF conference.

Trustee Tompkins asked about the whirly gigs.

Trustee Jackson asked that the EVCD meetings be added to the Chambers monthly calendar.

Trustee Tompkins asked Mr. Cavanaugh about prevailing wages for different counties.

Vice Chair Snyder says she thinks things are going well and she appreciates manager recommendations and wants them on the agenda.

XI. ADJOURNMENT- Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday May 11th at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 2:10 p.m. Trustee Jackson seconded the motion.