

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
Special Board Meeting April 6, 2017  
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. Mickartz.
- 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  
Jim Mickartz/Architect

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

**V. CONFIRMATION OF AGENDA**

Vice Chair Snyder motioned to accept the agenda as presented. 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

**VI. CONSENT CALENDAR**

- A. Approve expenditures March 9, 2017 – April 6, 2017

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

## VII. ACTION ITEMS

### A. Chapel Building Prequalification Form approval and update Jim Mickartz

Trustee Underdown motioned to exclude one contractor from being invited to bid due to concerns over their responses in the prequalification form. 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

Staff was directed to draft a letter to all the contractors and send it to President Buckley for signing.

Vice Chair Snyder asked when Mr. Mickartz thought the ground breaking for the building would be. Mr. Mickartz thought in a few months.

Mr. Mickartz asked Chairman Buckley if he would give Grant Taylor another call.

Mr. Mickartz went over materials to be used in the Chapel Building and gave suggestions.

Mr. Mickartz was asked to bring back other lighting options.

Trustee Jackson motioned for no solar on the building to cut costs and if solar is considered in the future the panels would be on a parking structure. 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

Chair Buckley went over the procedure for opening the bids and the need for seven copies when the time comes.

### B. Tree of Life Sculpture – Tabled

C. ADS Foundation System Change Order

Mr. Mickartz explained the change order to include engineering needed for the front circle niche area, the Tree of Life wall and the post tension slab needed for the Chapel Building.

Trustee Underdown motioned to approve the change order. Vice Chair Snyder seconded the motioned which carried unanimously (5-0).

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

**VIII. CLOSED SESSION – no closed session**

**IX. STAFF COMMENTS**

Ms. Enochs informed the Trustees the first Memorial Day Meeting was today.

*Trustee Underdown asked Memorial Day be put on next agenda.*

Ms. Enochs said we had received \$1,000 from GSRMA for credit towards our education.

Ms. Enochs explained two situations pertaining to the cemetery. One of which she is working with Mr. Cavanaugh and the other pertaining to the niche wall.

*Chairman Buckley asked the niche complaint be put in writing by the family and the Board would address it at the next Board Meeting.*

Mr. Blake informed the Trustees what is going on with the computer and the hopes to have it back soon.

**X. BOARD COMMENTS**

Trustee Tompkins said how much she enjoyed the local area meeting at the Coachella Cemetery. She stated their grounds and office were beautiful and really likes how their rules were posted right as you enter. Trustee Tompkins also said she learned a lot about the hiring process.

**XI. ADJOURNMENT-** Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday April 13, 2017 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 2:46 p.m. Trustee Jackson seconded the motion.