

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
May 11, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER**— Meeting called to order by Chairman Buckley at 10:00 a.m.
- II. PLEDGE OF ALLEGIANCE**— Pledge of Allegiance was led by Mark Marshall.
- 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
Mark Marshall/GSRMA
John Hill/BB&T Insurance

- 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 April 14, 2017 – May 11, 2017
- B. Approval of the Minutes of the Regular Board Meeting April 13, 2017
- C. Manager’s Report

Signed: _____ Date: _____

- a. Monthly Report
- b. General Ledger
- c. Balance Sheet
- d. Building Project
- e. Petty Cash
- f. Compensation Agreement for Lake Elsinore Successor Agency Transfer of Properties to City of Lake Elsinore for Future Redevelopment Activity
Mr. Cavanaugh will explain this agreement and give recommendations.

D. Operations Report

Vice Chair Snyder motioned to accept the consent calendar. 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

VII. ACTION ITEMS

A. Workers Compensation and Liability Comparison for F/Y 2017-2018

GSRMA's Mark Marshall and BB&T's John Hill both gave presentations to the Board and described their different insurance coverages. Vice Chair Snyder motioned to contract with BB&T for EVCD's 2017-2018 Liability and Workers Compensation 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/Bank West Credit Card Resolution

Trustee Jackson motioned that the District apply for a debit card with Wells Fargo. 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

C. Memorial Day

Parking passes were distributed and Vice Chair Snyder presented her report of the last Memorial Day meeting.

D. Chapel Building

The lighting and pricing of the fixtures Mr. Mickartz emailed was reviewed. Staff is to send Vice Chair Snyder's light idea to Mr. Mickartz. Recessed lighting was discussed.

E. PCA Conference

Vice Chair Snyder motioned for Trustee Underdown and Mr. Blake to attend the PCA conference in August. Trustee Jackson seconded the motion which carried unanimously.

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

F. Manager's Succession

Vice Chair Snyder provided a draft for the Manager's advertisement. Ms. Enochs was directed to prepare a list of duties for the Special Board Meeting of Tuesday, May 23rd at 10:00.

G. Addition of Dis-internment to Rules and Regulations

Ms. Enochs is to work with Mr. Cavanaugh on the wording and bring back to Board.

VIII. CLOSED SESSION- no closed session

IX. STAFF COMMENTS

Ms. Enochs informed the Board Nancy Hunzeker dropped off a Board application. Ms. Enochs said Eco Fert gave the staff a demonstration and they would like to attend a Board Meeting soon. Ms. Enochs asked if the Board wanted health insurance, wage scale and Cavanaugh Law's evaluation on the June agenda as previously requested. Mr. Blake said Best Buy was unable to the old computer. They issued a credit and we purchased a new computer and a three year warranty.

Signed: _____ Date: _____

X. BOARD COMMENTS

Trustee Jackson requested and received clarification for grounds crew boot allowance.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, June 8th at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:18. Trustee Jackson seconded the motion.