

ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE LAKE ELSINORE, CA 92530

Thomas Buckley
Chair

Regular Board Meeting
January 11, 2018 10:00 AM

Karen Snyder
Vice Chair

Tim Underdown
Trustee

Janice Jackson
Trustee

Rose Tompkins
Trustee

Jeff Kuether
District Manager

Michael Blake
Administrative Assistant



PLEASE SILENCE ALL PAGERS, CELL PHONES, AND ELECTRONIC EQUIPMENT
In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 674-2418. Notification 48 hours prior to the meeting will generally enable district staff to make reasonable arrangements to ensure accessibility (28 CFR 35.102.35 104 ADA Title II).
All supporting documentation for this meeting is located at the District Office. Agenda on line.

AGENDA

I. CALL TO ORDER –

II. PLEDGE OF ALLEGIANCE –

III. ROLL CALL –

IV. PUBLIC COMMENTS – 5 minute maximum time per person

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

V. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date. Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

Motion by _____ Seconded _____ Vote: Yes ____ No ____

VI. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by the one motion and a unanimous vote of the Board of Trustees. There will be no separate discussion or action of three items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar previously.

- A. Approve expenditures December 14, 2017 – January 11, 2018
- B. Approval of the Minutes of the Regular Board Meeting December 14, 2017
- C. Manager’s Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Petty Cash
 - d. End of year burial report

D. Operations Report

Motion by _____ Seconded _____ Vote: Yes ___ No ___

VII. ACTION ITEMS

A. Tree of Life

Motion by _____ Seconded _____ Vote: Yes ___ No ___

B. Proposed Holiday Schedule

Motion by _____ Seconded _____ Vote: Yes ___ No ___

Staff recommends adopting the proposed holiday schedule.

C. Separate Email

Motion by _____ Seconded _____ Vote: Yes ___ No ___

Staff recommends keeping email structure how it is.

D. Office Hours

Motion by _____ Seconded _____ Vote: Yes ___ No ___

E. Sub-Committee Updates

Motion by _____ Seconded _____ Vote: Yes ___ No ___

VIII. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Manager

IX. STAFF COMMENTS

X. BOARD COMMENTS

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