

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
January 11, 2018 Regular Board Meeting  
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 10:02 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Jeff Masters
- III. ROLL CALL** – Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, Chairman  
Karen Snyder, Vice Chair  
Janice Jackson, Trustee  
Rose Tompkins, Trustee  
Tim Underdown, Trustee  
Jeff Kuether, District Manager/Board Treasurer  
Michael Blake, Administrative Assistant/Board Secretary  
John Cavanaugh, Cavanaugh Law  
Stephanie Garcia, Cavanaugh Law  
Robin Golden, Golden Murals  
Jeff Masters, Jeff's Portable Welding

- 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).

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

**VI. CONSENT CALENDAR**

- A. Approve expenditures December 14, 2017 – January 11, 2018
- B. Approval of the Minutes of the Regular Board Meeting December 14, 2017

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

C. Manager's Report

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash
- d. End of year burial report

D. Operations Report

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

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

**VII. ACTION ITEMS**

A. Tree of Life

Trustee Tompkins motioned to table this item until such a time that the modifications are complete. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

B. Proposed Holiday Schedule

Trustee Jackson motioned to approve the new holiday schedule with employees receiving a yearly float day for Memorial Day and having Christmas Eve off. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

C. Separate Email

Vice Chair Snyder motioned to change the email system so that Mr. Kuether and Mr. Blake had separate distinct email addresses. Chairman Buckley seconded the motion which failed (2-2).

Chairman Buckley- Yes  
Vice Chair Snyder- Yes  
Trustee Jackson-No  
Trustee Tompkins- Abstain  
Trustee Underdown-No

D. Office Hours

Trustee Jackson motioned to keep the office hours the same as they are now. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

E. Sub-Committee Updates

Trustee Underdown stated that he had met with various members of the VFW and American Legion and will be setting up a meeting at the VFW with them and Trustee Jackson.

Chairman Buckley proposed the idea of moving the niche wall to a location that allows EVCD greater freedom to make improvements.

Chairman Buckley called for intermission at 11:29  
Chairman Buckley reconvened the meeting at 11:37

**VIII. CLOSED SESSION**

Chairman Buckley moved into closed session at 11:38

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: District Manager

Chairman Buckley reconvened into open session at 12:41 with nothing to report

**IX. STAFF COMMENTS**

Mr. Kuether informed the Board that the Installation dinner is on February 17<sup>th</sup>.

Mr. Kuether stated that the rooms were all booked at the Embassy Suites for the CAPC conference.

Mr. Kuether informed the Board that form 700's are due and that staff would send them out.

Mr. Kuether informed the Board that Mr. Cavanaugh would be holding an AB1234 Ethics training.

Mr. Kuether informed the Board that EVCD has not received any bids for the demolition of the Truss buildings.

Mr. Kuether informed the Board that the sealant was complete but the larger cracks in the road may require additional work.

Trustee Tompkins left the meeting at 12:49

**X. BOARD COMMENTS**

**XI. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, February 8<sup>th</sup>, 2018 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 12:55 p.m. Trustee Jackson seconded the motion.