

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
January 17, 2019 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 10:00a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Stephanie Garcia
- III. ROLL CALL** – Assistant District Manager, Michael Blake

PRESENT: Karen Snyder, Chairperson
Janice Jackson, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
Michael Blake, Assistant District Manager/Board Secretary
John Cavanaugh, Cavanaugh Law Group
Stephanie Garcia, Cavanaugh Law Group

ABSENT: Rose Tompkins, Vice Chair

LATE: Thomas Buckley, Trustee arrived at 10:34a.m. and joined the meeting at 10:38a.m.

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

Trustee Underdown motioned to accept the agenda as presented. Trustee Jackson seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

Trustee Underdown motioned to add District Manager Evaluation as subsequent need item H. Trustee Jackson seconded the motion which carried unanimously (4-0).

Chairperson Snyder - Yes
Trustee Buckley - Yes
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

Signed: _____ Date: _____

VI. CONSENT CALENDAR

- A. Approve expenditures December 21, 2018 – January 17, 2019
- B. Approval of the Minutes of the Regular Board Meeting December 13, 2018, and the Special Board Meeting December 21, 2018.
- C. Manager’s Report
 - a. Monthly Report
 - b. Balance Sheet
 - c. Petty Cash
 - d. Credit Card Report
 - e. Burial Comparison
- D. Operations Report

Trustee Jackson motioned to approve the consent calendar. Trustee Underdown seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

VII. ACTION ITEMS

Agenda item B. Payroll was moved to Agenda A. to accommodate Ms. Anderson's schedule.
Agenda item District Manager Contract was moved to later in the agenda per Mr. Kuether's request.

- A. District Manager Contract

Trustee Underdown motioned to approve the current contract through June 2019, with a re-evaluation at the March 21, 2019, Special Board Meeting. Trustee Jackson seconded the motion which carried unanimously (4-0).

Chairperson Snyder - Yes
Trustee Buckley - Yes
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

Signed: _____ Date: _____

B. Payroll System

Trustee Jackson motioned to terminate the ADP agreement with Elsinore Valley Cemetery District and secure payroll services through Anderson Professional Services. Chair Person Snyder seconded the motion which passed (2-1).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - No

C. Road Repair Bids

Trustee Jackson motioned to accept the bid from Peters Paving and Grading for the road repair. Trustee Underdown seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

D. Website

Trustee Underdown motioned utilize the free upgrade for the website. Trustee Jackson seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

E. Agenda Format

Trustee Jackson motioned to continue this item to a Special Board Meeting to be held in February 2019. Trustee Underdown seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

F. Request for Proposal: Committal Center

Trustee Underdown motioned to continue this item to a Special Board Meeting to be held in February. Trustee Jackson seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

G. 2019 Chamber Installation Dinner

Trustee Jackson motioned to send Trustee Underdown to the Installation dinner. Chairperson Snyder seconded the motion which carried unanimously (3-0).

Chairperson Snyder - Yes
Trustee Buckley - Absent
Trustee Jackson - Yes
Trustee Tompkins - Absent
Trustee Underdown - Yes

H. District Manager Evaluation

Mr. Kuether went over his evaluation with the Board in respect to his scored ratings. *Once Mr. Kuether had finished asking for Board direction regarding his duties, he stated what he felt his ratings should have been. Mr. Kuether was informed by Chairperson Snyder that the Board's ratings from his December's evaluation would not be changed and that he would have a new evaluation by the Board on March 21, 2019 using the same format.*

VIII. CLOSED SESSION - NONE

IX. STAFF COMMENTS

- Mr. Cavanaugh stated to Mr. Kuether and Trustees that he will be happy to review and update the HR policies for the employee handbook after the Board requested that the handbook needed to be reviewed and updated. No date was set for completion of review.
- Mr. Kuether told the Board that he was contacted about a problem with a headstone repossession from Sun City granite. *The Board agreed that this is a private matter between the family and their agreement/contract with Sun City granite.*
- Mr. Kuether shared the progress of the new Tuff Shed project, spending several minutes citing various inconsequential problems that were causing delays.
- Mr. Kuether told the Board that Sun City Granite asked staff for approval of an engraving of a beer can on a headstone. *The Board stated that since there is no current policy regarding this type of issue the Board wants it on a future agenda for discussion and a policy addition. Therefore, the requested headstone engraving cannot be disapproved without a policy stating otherwise.*
- While discussing the new building project, Mr. Kuether told the Board that the dump

truck that is normally stored indoors would need to be stored outside for approximately two weeks while the project is completed. Trustee Jackson questioned whether a private security company should be hired during that time. Mr. Kuether mentioned to the Board that there had been a break-into the shop earlier this month. *Trustee Jackson questioned if anything was taken. Mr. Kuether replied that nothing was taken just the door was in need of replacement as the burglar did not enter the building. Mr. Cavanaugh questioned if the police were called. Mr. Kuether answered that they were, and Mr. Blake responded to the call rather than him because Mr. Blake was closer. Mr. Kuether said that he had a business card from the officer. Mr. Cavanaugh questioned if Mr. Kuether had requested the incident report to which Mr. Kuether replied he had not as yet and had not been in contact with the officer. Mr. Kuether was also asked about if the security cameras caught the violator and he responded yes that it was a male wearing a dark hoodie.*

- Mr. Kuether mentioned to the Board that there was a heated argument between him and a family's pallbearers at a recent burial and that he felt it might have turned physical. He added that this matter was finally resolved without incident. *The Board discussed briefly expressing their deep concern about this type of altercation and not being made aware of it at the time.*
- Mr. Blake clarified to the Board that the reason staff had not asked Nigro & Nigro to reschedule the audit on December 19, 2018, was in an effort to not stall the audit. *Mr. Cavanaugh stated that he had contacted Nigro & Nigro and that they said that they would have been happy to reschedule the audit to a different date had EVCD staff requested. Mr. Cavanaugh went on to say that instead staff inconvenienced all the Trustees by the change of the Board meeting date which was confirmed with Mr. Kuether at the previous Board meeting as staff knew at that time the audit had been scheduled. In addition, Mr. Cavanaugh mentioned he had to change his business schedule not once but twice to accommodate the Board meeting date changes prompted by staff.*
- Mr. Blake informed the Board for clarification purposes that he had confirmed with his insurance that there is no difference in liability/risk exposure to the district in taking either a personal car or the district vehicle for EVCD business. *The Board once again directed Mr. Blake that he and all staff are to use the district vehicle for district errands not their personal vehicles as was discussed and directed to Mr. Kuether during the December 13, 2018, meeting that Mr. Blake was unable to attend due to taking an exam at school.*
- Mr. Blake stated that there have been items recently where one or two Board members give direction to staff and that it needs to come from the whole Board. *He offered no further details to the Board.*

X. BOARD COMMENTS

- Trustee Underdown informed the Board that Belva from CAPC requested that he run the breakout session at the March 07, 2019 – March 09, 2019, conference. Trustee Underdown offered it to Chairperson Snyder or Vice Chair Tompkins. *Chairperson Snyder responded that she thinks Trustee Underdown is the best choice especially since he was personally invited to run the breakout session.*
- Trustee Jackson asked why Mr. Kuether was recommending we outsource the scanning project and that the Board has been asking for well over a year that the scanning project be completed. Mr. Kuether stated that he had spoken too soon, and the project is too large scale to be completed in a timely manner. *Staff was directed by the Board to come back with Document Storage options and prices for the Board at the next Regular Board Meeting.*

Signed: _____ Date: _____

- Trustee Jackson requested that the office furniture rearrangement go on the next agenda.
- Trustee Jackson requested that the mail box discussion be placed on the next agenda.
- Trustee Buckley asked if the Committal Center/Veteran's section is still to be considered as one project. *Trustee Buckley was informed that a Special Board Meeting will be held for this item.*
- Chairperson Snyder went over items for the next Regular Board Meeting: Office Hours, RFP for new Auditors, Mail Box, Comprehensive Time Policy, & copies of the 2018 Excel comp. time report in pdf format and hard copies for the Trustees, Organization of the office. Chairperson Snyder also informed the Board that Mr. Kuether notified her that he was taking the day off work on January 30, 2019. Chairperson Snyder mentioned there would be a workshop to be scheduled in February 2019, regarding the Agenda format, scanning document plan and the Committal Center to be scheduled by the District Manager.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, February 14, 2019, at 10:00a.m.

Trustee Buckley motioned to adjourn the meeting at 12:18p.m. Trustee Jackson seconded the motion. (4-0).

Signed: _____ Date: _____