

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
October 11, 2018 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 John Cavanaugh
- III. ROLL CALL** – Assistant District Manager, Michael Blake

PRESENT: Thomas Buckley, Chairman
Janice Jackson, Trustee
Karen Snyder, Vice Chair
Rose Tompkins, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
Michael Blake, Assistant District Manager/Board Secretary
John Cavanaugh, Cavanaugh Law
Stephanie Garcia, Cavanaugh Law

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

Vice Chair Snyder motioned to accept the agenda with the addition of the Credit Card report in the consent calendar. Trustee Tompkins 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 September 13, 2018 – October 11, 2018
- B. Reapprove the Minutes of the Regular Board Meeting August 9, 2018
Approval of the Minutes of the Regular Board Meeting September 13, 2018
- C. Manager's Report

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet
- c. Credit Card Report

D. Operations Report

E. CSDA Annual Conference Report: Chairman Buckley

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. New Shed Project: Demo and Slab

Vice Chair Snyder motioned to move forward with this project and accepted the lowest bid from Custom Concrete Services Corp. 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

B. New Shed Project: Shed Purchase

Trustee Jackson motioned to approve the purchase of the new shed in the amount of \$12,875.00. 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. Policy & Procedures Final

Vice Chair Snyder motioned to accept all changes to the Policy & Procedure manual and add a policy that tips for food purchases under expenditure reimbursement not exceed 20%. 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

D. Resolution #2018-10-03

Vice Chair Snyder motioned to adopt resolution #2018-10-03. 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. Tree of Life

During this time the Board left the meeting room to view the finished product with the 3-D attachments and the doves.

Vice Chair Snyder motioned to place the tree of life in the future site of the xeriscape section and plant some xeriscape type plants around it. 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

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Kuether informed the Board that the demolition of the truss buildings had been completed.

Mr. Kuether asked the Board what the next priority project is.

Signed: _____ Date: _____

Mr. Blake informed the Board that staff would be looking into an account within the county to determine if the District has any need for it.

Mr. Blake informed the Board that by next meeting staff would have an updated expense report for capital projects so that a determination can be made of how much money to deposit into Wells Fargo Advisors.

X. BOARD COMMENTS

Trustee Tompkins asked staff about what our insurance carrier offers in terms of training etc.

Trustee Tompkins asked staff if we are watering in the afternoons. *Mr. Kuether informed trustee Tompkins that we do start watering in the afternoon because of how many stations there are.*

Trustee Tompkins asked staff if the grounds crew can adjust some sprinklers in an effort to keep water on the lawn and off of the roads.

Trustee Tompkins stated her desire for redoing the stucco on the office building be added to the ongoing project list.

Trustee Underdown informed the Board that the CAPC conference was good with a lot of valuable information, most importantly the presentation on fraud. *A SBM to discuss fraud and how EVCD can mitigate potential fraud will be held.*

Trustee Underdown informed the Board that Shirley Salas from Visalia had passed away. Vice Chair Snyder thanked Chairman Buckley for his report on the CSDA conference.

Chairman Buckley informed the Board that a Riverside County CSDA chapter exists and asked whether or not EVCD should join. *Item being placed on next agenda.*

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, November 8th, 2018 at 10:00 A.M.

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