

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
October 12, 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 Trustee Jackson
- 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
Jeff Masters, Golden Murals

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

Vice Chair Snyder motioned to accept the agenda as presented. 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

VI. CONSENT CALENDAR.

- A. Approve Expenditures September 21, 2017 – October 12, 2017
- B. Approval of the Minutes of the Regular Board Meeting September 21, 2017
- C. Manager's Report

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash
- d. Building Report

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. 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

VII. ACTION ITEMS

A. Chapel

Vice Chair Snyder motioned to continue this item to a Special Board Meeting where public officials would be invited to gather community input. 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

B. Tree of Life

Trustee Tompkins motioned to continue this item to the workshop and ask Jeff Masters and/or Robin Golden to attend. 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. Document Scanning

Vice Chair Snyder motioned to continue this item to the November Regular Board Meeting. 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

D. Longevity Policy

Trustee Underdown motioned to adopt the longevity policy 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

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Kuether informed the board that the bill for the uniforms would be increasing as staff has ordered shirts.

X. BOARD COMMENTS

Trustee Jackson stated that one of the topics at the conference was having a policy in place for suicide's occurring on the cemetery grounds. She asked staff to put on agenda.
Trustee Tompkins thanked Mr. Kuether for attending all of the conferences.
Vice Chair Snyder thanked staff for putting their recommendations on the agenda.
Vice Chair Snyder asked staff if they use outlook so she can send emails with read receipt.
Vice Chair Snyder expressed her desire for staff to have separate emails.
Chairman Buckley asked staff to put internet provider on the next agenda.
Chairman Buckley informed the board that Ray Corral passed away.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, November 9th at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:14 in memory of Mr. Corral. Trustee Jackson seconded the motion.

Signed: _____ Date: _____