

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
October 26, 2017 Special 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 Mr. Kuether
- III. ROLL CALL** – District Manager, Jeff Kuether

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

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

Vice Chair Snyder motioned to accept the agenda as presented. 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. Ratify Expenditures October 12, 2017 – October 17, 2017  
Approve Expenditures October 17, 2017 – October 26, 2017

**VII. ACTION ITEMS**

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

A. Building/Chapel Project

Trustee Jackson motioned to terminate the Building/Chapel Project. 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. Committal Center W/Niches

Trustee Jackson motioned to move forward with renovating the committal center and to appoint Trustee Tompkins and Trustee Underdown to a subcommittee on this matter. Vice Chair Snyder seconded this motion which carried unanimously (5-0).

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

C. Shop Expansion

Vice Chair Snyder motioned to approve the shop expansion and directed staff to gather bids. 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. Tree of Life

Trustee Jackson motioned to place the Tree of Life sculpture in section "K". 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

E. Road Repair

Vice Chair Snyder motioned to direct staff to gather bids to repair the Cemetery roads. 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

F. Office Remodel

Vice Chair Snyder motioned to put this project on the bottom of the priority list. 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

G. Veterans Section

Vice Chair Snyder motioned to appoint Trustee Underdown and Trustee Jackson to a sub-committee for the veterans section, and to direct the sub-committee to reach out to local veteran organizations and gather feedback on this project. 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

H. Niche Wall Improvements

Chairman Buckley motioned to appoint himself and Vice Chair Snyder to a sub-committee for beautifying the existing niche wall. 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

**VIII. CLOSED SESSION** – No closed session

**IX. STAFF COMMENTS**

Mr. Blake informed the board of the current status of EVCD's investments.  
Mr. Blake stated that the process for obtaining a credit card through Wells Fargo was not working and that staff would pursue obtaining a credit card through CSDA.  
Mr. Blake stated that Wells Fargo Advisors would be on the next Agenda.  
Mr. Kuether states that the Truss buildings will be on the next Agenda.  
Mr. Kuether informed the board that he was having a shoring device fabricated.

**X. BOARD COMMENTS**

Vice Chair Snyder asked for an update about Willy Ventura.  
Trustee Jackson asked that Cemetery Signs be on the next Agenda.  
Trustee Tompkins stated that she would like everyone to remember our budget.  
Trustee Jackson inquired about Mr. Cavanaugh's contract.  
Chairman Buckley stated that the District can consider switching professional contracts every 4 or 5 years.  
Vice Chair Snyder requested that the Policy Manual be sent to the Board.

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

Vice Chair Snyder motioned to adjourn the meeting at 11:57 a.m. Trustee Jackson seconded the motion.