

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
November 1, 2018 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 Janice Jackson
- 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 “Reimbursement to District by Chairman Buckley” as action item B. 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 October 12, 2018 – October 31, 2018

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

Signed: _____ Date: _____

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

VII. ACTION ITEMS

Action Items were taken out of order so that item B could be addressed first.

A. District Consideration of Fraud Prevention Policy

Vice Chair Snyder motioned to amend the accounts receivable policy so that EVCD will no longer accept cash payments after January 1, 2019. And to direct staff to send the credit card statements and accompanying receipts to the chairman each statement cycle. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

B. Reimbursement to District by Chairman Buckley

Trustee Jackson motioned for Chairman Buckley to step down as Chairman and have Vice Chair Snyder to fill the Chairperson role until the vote in December 2018. And to direct staff to work with District Counsel to write a reimbursement agreement between EVCD and Thomas Buckley. 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

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

X. BOARD COMMENTS

Signed: _____ Date: _____

Chairperson Snyder thanked staff for their report concerning potential fraud and what procedures are in place to mitigate these issues.

Chairperson Snyder asked staff about the Chapel building project renderings and the document scanning project.

Trustee Jackson asked staff whether or not BB&T gives any kind of safety trainings etc. *Staff has reached out to BB&T and are waiting for an answer.*

Trustee Tompkins raised some safety and policy concerns with staff. *Staff will investigate and report back.*

Trustee Underdown thanked staff for their report concerning potential fraud and what procedures are in place to mitigate these issues and stated that this answered a lot of the questions he had.

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

Trustee Tompkins motioned to adjourn the meeting at 11:26 a.m. in honor of Kennedy Ryan and the victims of the Tree of Life Synagogue. Trustee Jackson seconded the motion.