

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
November 8, 2018 Regular Board Meeting  
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 9:58 a.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  
Thomas Buckley, Trustee  
Janice Jackson, Trustee  
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**

Trustee Underdown motioned to accept the agenda changing the order making Capital Expense Report item B and Project Priority List item D. 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 November 1, 2018 – November 8, 2018
- B. Approval of the Minutes of the Regular Board Meeting October 11, 2018 and approval of the Minutes of the Special Board Meeting November 1, 2018
- C. Manager’s Report

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

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash
- d. Repurchase plot A-8-8

D. Operation Report

Trustee Underdown 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. Promissory Note Agreement with Thomas Buckley

Trustee Underdown motioned to approve the promissory note as drafted by Mr. Cavanaugh. 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. Capital Expense Report

Trustee Underdown motioned to accept staff's recommendation keeping \$200,000 in the checking account for upcoming capital projects. 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

C. Credit Card Processing

Trustee Jackson motioned to accept staff recommendation and utilize PayGOV.us for credit card processing. Trustee Tompkins 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

D. Project Priority List

Trustee Underdown motioned to set the priority list for upcoming projects as follows:

1. Road Repair
2. Committal Center, Niche Wall, Veterans Section
3. Stucco and Paint Office Building
4. Xeriscape
5. Office inside remodel

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

E. Time Clocks

Trustee Underdown motioned to continue this item to the January Meeting. 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**

Trustee Underdown informed the Board that he is looking at moving to Lake Elsinore thereby remaining in the District after the boundary change occurs.

Trustee Tompkins brought some issues on the grounds she has witnessed to staffs attention. Trustee Jackson requested mileage to and from conferences be placed as an item for discussion on the next agenda.

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

Trustee Buckley requested letter to newly elected officials and a mailer with boundary change details be placed as items on the next agenda.

Chairperson Snyder requested the District Manager contract and Board Chair election be placed as items on the next agenda.

Chairperson Snyder stated her desire for Mr. Kuether to attend the LAFCO protest hearing.  
*The consensus of the Board was for Mr. Kuether to attend.*

**XI. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 13<sup>th</sup>, 2018 at 10:00 A.M.

Trustee Buckley motioned to adjourn the meeting at 11:12 a.m. Trustee Jackson seconded the motion.

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