

ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE LAKE ELSINORE, CA 92530

Thomas Buckley  
Chair

Regular Board Meeting  
November 9, 2017 10:00 AM

Karen Snyder  
Vice Chair

Tim Underdown  
Trustee

Janice Jackson  
Trustee

Rose Tompkins  
Trustee

Jeff Kuether  
District Manager

Michael Blake  
Administrative Assistant



PLEASE SILENCE ALL PAGERS, CELL PHONES, AND ELECTRONIC EQUIPMENT  
In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 674-2418. Notification 48 hours prior to the meeting will generally enable district staff to make reasonable arrangements to ensure accessibility (28 CFR 35.102.35 104 ADA Title II).  
All supporting documentation for this meeting is located at the District Office. Agenda on line.

**AGENDA**

**I. CALL TO ORDER –**

**II. PLEDGE OF ALLEGIANCE –**

**III. ROLL CALL –**

**IV. PUBLIC COMMENTS – 5 minute maximum time per person**

Any person may address the Board of Trustees during this time on any subject not on this agenda or identified on this Agenda under the Consent Section but within the jurisdiction of the District; however, any matter that requires action will be referred to staff for report and action at a subsequent meeting.

**V. CONFIRMATION OF AGENDA**

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date. Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_\_ No \_\_\_\_

**VI. CONSENT CALENDAR.**

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by the one motion and a unanimous vote of the Board of Trustees. There will be no separate discussion or action of three items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar previously.

- A. Approve Expenditures October 26, 2017 – November 9, 2017
- B. Approval of the Minutes of the Regular Board Meeting October 12, 2017  
Approval of the Minutes of the Special Board Meeting October 17, 2017  
Approval of the Minutes of the Special Board Meeting October 26, 2017
- C. Manager’s Report
  - a. Monthly Report
  - b. Balance Sheet
  - c. Petty Cash

D. Operations Report

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

**VII. ACTION ITEMS**

A. Schedule Sub-Committee meetings

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

*Staff recommends reconfirming sub-committee members and scheduling first meetings*

B. Suicide Policy

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

*Staff recommends adopting a suicide plan*

C. Meeting Recording Policy

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

*Staff has no recommendation*

D. Cemetery Signs

Motion by\_\_\_\_\_ Seconded\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

*Staff has no recommendation*

E. Wells Fargo Advisors

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends following the advice of Ms. Wheeler*

F. Employee Holiday Bonus

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends gift cards for thanksgiving and bonus check for Christmas (if legally able)*

G. District Counsel contract renewal

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

**VIII. CLOSED SESSION**

**IX. STAFF COMMENTS**

**X. BOARD COMMENTS**

**XI. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, December 14<sup>th</sup> at 10:00 A.M.