

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
November 9, 2017 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 10:02 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

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

Trustee Underdown motioned to add item “Road Repair” as a subsequent need item. 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

Vice Chair Snyder motioned to accept the agenda 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

Signed: _____ Date: _____

VI. CONSENT CALENDAR

- 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

Vice Chair Snyder motioned to approve the Consent Calendar with the addition of the bee removal invoice. 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. Schedule Sub-Committee meetings

Sub Committee members were confirmed as follows:
 Veteran Section – Trustee Jackson and Trustee Underdown
 Committal Center with Niches – Trustee Tompkins and Trustee Underdown
 Existing Niche Wall improvement – Chairman Buckley and Vice Chair Snyder
 Building Renovation – Trustee Jackson and Trustee Tompkins

Vice Chair Snyder motioned to have each Sub-Committee on the January Agenda and for the Committee’s to have an initial reported completed by then. 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

Signed: _____ Date: _____

B. Suicide Policy

Trustee Underdown motioned to direct staff to gather sample policies and then bring back to the Board. 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. Meeting Recording Policy

Vice Chair Snyder motioned to amend the Recording Policy so that meeting recordings are kept in perpetuity. Chairman Buckley seconded the motion which carried passed (4-1).

Chairman Buckley- Yes
Vice Chair Snyder- Yes
Trustee Jackson-Yes
Trustee Tompkins- Yes
Trustee Underdown-No

Vice Chair Snyder motioned to send the staffing agency contract for the document scanning to Mr. Cavanaugh for review. Chairman Buckley 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. Cemetery Signs

Vice Chair Snyder motioned to make the existing cemetery sign at the corner larger and to have Suzie from Maximum Sign Co. at the next RBM to present a new signage concept. 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. Wells Fargo Advisors

Trustee Underdown motioned to have all members of the Board be on the investment account. 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. Employee Holiday Bonus

Trustee Jackson motioned to give the employees a \$35 gift card to a grocery store of their choice for both Thanksgiving and Christmas. 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

G. District Counsel Contract Renewal

Vice Chair Snyder motioned to approve Mr. Cavanaugh's contract for legal counsel. 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

H. Road Repair

Trustee Underdown motioned award AA Asphalt Coating Inc. the cemetery road repair project contract. 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 about the upcoming CAPC conference in San Luis Obispo
Mr. Kuether stated that he has a meeting with Julie Weston from Crown Castle regarding
the cell tower

Mr. Kuether stated that he was soliciting bids for the demolition of the Truss Buildings.

X. BOARD COMMENTS

Trustee Underdown informed the Board that he attended the Wildomar Cemetery Board
meeting and that they had accepted the boundary change.

Trustee Snyder suggested that the District could utilize the Truss buildings as an office and
meeting space.

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

Vice Chair Snyder motioned to adjourn the meeting at 11:51 a.m. Trustee Jackson
seconded the motion.