

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

Thomas Buckley
Trustee

Regular Board Meeting
December 13, 2018 10:00 AM

Karen Snyder
Chairperson

Tim Underdown
Trustee

Janice Jackson
Trustee

Rose Tompkins
Trustee

Jeff Kuether
District Manager

Michael Blake
Assistant District Manager



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 these items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar previously.

- A. Approve expenditures November 9, 2018 – December 13, 2018
- B. Approval of the Minutes of the Regular Board Meeting November 8, 2018
- 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. Time Clocks

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends utilizing the current system.

B. District Manager Contract

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff has no recommendation.

C. Road Repair

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends approving the bid from Peters Paving & Grading.

D. Health Insurance 2019

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff has no recommendation.

E. CAPC March Conference

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends approving attendance for anyone wanting to go.

F. Election of Officers

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff has no recommendation.

G. Employee Holiday Bonus

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends approving \$35 grocery store gift cards for Thanksgiving and Christmas.

H. Mileage to and from Conferences

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends keeping the policy how it is.

I. Boundary Change & Credit Card Mailer

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff recommends not going forward with this item.

J. Letter to outgoing Elected Officials

Motion by_____ Seconded_____ Vote: Yes___ No___

Staff has no recommendation.

VIII. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Manager

IX. STAFF COMMENTS

X. BOARD COMMENTS

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