

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
December 13, 2018 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 10:00 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Tim Underdown
- III. ROLL CALL** – District Manager, Jeff Kuether

PRESENT: Karen Snyder, Chairperson
Thomas Buckley, Trustee
Janice Jackson, Trustee
Rose Tompkins, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
John Cavanaugh, Cavanaugh Law
Stephanie Garcia, Cavanaugh Law

ABSENT: Michael Blake, Assistant District Manager/Board Secretary

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

Trustee Jackson motioned to accept the agenda changing the order making District Manager Contract item G. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

VI. CONSENT CALENDAR

- 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

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash

D. Operations Report

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

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

VII. ACTION ITEMS

A. Time Clocks

Trustee Jackson motioned to continue this item to the next meeting and invite Kris Anderson. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

B. Road Repair

Trustee Underdown motioned to direct staff to secure new bids that include striping and sealant. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

C. Health Insurance

Trustee Underdown motioned to the health insurance plan. Trustee Jackson seconded the motion which carried unanimously (5-0).

Chairperson Snyder - Yes
Trustee Buckley- Yes

Trustee Jackson- Yes
Trustee Tompkins- Yes
Trustee Underdown-Yes

D. CAPC March Conference

Trustee Underdown motioned to approve attendance at the upcoming conference.
Trustee Jackson seconded the motion which carried unanimously (5-0).

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

E. Election of Officers

Trustee Jackson nominated Karen Snyder for Chairperson. Trustee Underdown
nominated Rose Tompkins for Vice Chair.

Trustee Jackson motioned to approve the nominations. Trustee Underdown seconded
the motion which carried unanimously (5-0).

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

F. Employee Holiday Bonus

Trustee Underdown motioned to give staff \$70.00 gift cards for Thanksgiving and
Christmas. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

G. District Manager Contract

This item is to be continued to the Special Board Meeting

H. Mileage to and from Conferences

Signed: _____ Date: _____

Board clarified that reimbursement for mileage is to and from home.

I. Boundary Change & Credit Card Mailer

Trustee Underdown motioned to continue this item until more information is gathered. Vice Chair Tompkins seconded the motion which carried unanimously (5-0).

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

J. Letter to outgoing Elected Officials

Trustee Underdown motioned that letters are drafted to the outgoing elected officials Daryl Hickman, Stan Sniff, and Tim Walker. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

VIII. CLOSED SESSION

Chairperson Snyder moved into closed session at 11:08 a.m.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Manager

Chairperson Snyder reconvened into open session at 12:21 p.m.

IX. STAFF COMMENTS

Mr. Kuether gave information regarding burials in comparison to 2017 and estimated that we are currently at 80 burials for the year.

Mr. Kuether stated that the office will be accepting credit cards as of January 1, 2019.

X. BOARD COMMENTS

Chairperson Snyder stated that she wants a hard copy of the policy and procedure manual. Vice Chair Tompkins stated that the office hours should be on the website, brochure, etc.

Signed: _____ Date: _____

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

Trustee Buckley motioned to adjourn the meeting at 12:39 p.m. Trustee Jackson seconded the motion.

Signed: _____ Date: _____