

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
December 14, 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 Stephanie Garcia
- 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**

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

VI. CONSENT CALENDAR

- A. Ratify expenditures November 9, 2017 – November 30, 2017
Approve expenditures December 1, 2017 – December 14, 2017
- B. Approval of the Minutes of the Regular Board Meeting November 9, 2017

Signed: _____ Date: _____

C. Manager's Report

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash
- d. Building Report – Final
- e. Repurchase Plot D-18-11/11A

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. 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. UMPQUA Bank Credit Card Resolution # 17-12-02

Vice Chair Snyder motioned to adopt resolution # 17-12-02. 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

B. New Shed Slab Contract

Trustee Underdown motioned to continue this item until staff has gathered at least two more bids. 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. Cell Tower Lease

Trustee Underdown motioned to direct staff to negotiate with Crown Castle for more favorable terms. 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-No

D. LAFCO Boundary Update – No action taken

E. Cemetery Signs

Vice Chair Snyder motioned to continue this item to the next RBM after a sign concept has been made. 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. Sub-Committee Updates

Trustee Underdown stated that he had met with various members of the VFW and American Legion concerning the Veterans section.

Vice Chair Snyder expressed her desire to wait until the committal center is finished before the sub-committee concerning the improvement of current niche wall meets.

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Blake reported that Health Insurance would be rising 12% for the next calendar year. Mr. Blake stated that Ms. Enochs asked him to wish everyone a merry Christmas. Mr. Kuether stated that the District Manager contract would be on the next Agenda. Mr. Kuether expressed his concern with the placement of the Tree of Life statue *The consensus from the Board was that this item needs to be on the next Agenda and the artist needs to be here.*

Signed: _____ Date: _____

X. BOARD COMMENTS

Trustee Jackson stated that she would like reports on the progress of the scanning project.

Trustee Jackson expressed interest in having an in memoriam wall for veterans.

Trustee Tompkins stated that she came by the office on a Friday 20 minutes to 4:00 pm and the office was closed. She asked what our hours are.

Vice Chair Snyder asked for the office hours to be posted to the website.

Vice Chair Snyder requested that office hours go on the next Agenda.

Vice Chair Snyder requested that separate emails be on the Next Agenda.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, January 11th, 2018 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:21 a.m. Trustee Jackson seconded the motion.