

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
December 21, 2018 Special Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 2:00 p.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Kris Anderson
- III. ROLL CALL** – Assistant District Manager, Michael Blake

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

IV. PUBLIC COMMENTS

Kris Anderson of Anderson Professional Services was in attendance.

V. CONFIRMATION OF AGENDA

Trustee Underdown 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. Approve expenditures December 14, 2018 – December 21, 2018

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

Signed: _____ Date: _____

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

VII. ACTION ITEMS

A. Time Clocks

Chairperson Snyder motioned to get time clocks for the district. Vice Chair Tompkins seconded the motion which carried unanimously (5-0).

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

Trustee Underdown motioned to continue the discussion of what vendor to use until the January meeting or until information is available. Trustee Jackson seconded the motion which carried unanimously (5-0).

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

B. District Manager Contract

Board of trustees amended the District Manager contract to be a 6 month term with an evaluation at 3 months, and that the District Manager will be subject to time clocks.

C. Weddings at Cemetery

The Board discussed the possibility of hosting weddings at the Cemetery. Board consensus was that this is something worth pursuing and to put this item on the February agenda.

VIII. CLOSED SESSION

Chairperson Snyder entered into closed session at 2:47 p.m.

Signed: _____ Date: _____

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Manager

Chairperson Snyder reconvened into open session at 4:13 p.m.

IX. STAFF COMMENTS

X. BOARD COMMENTS

Trustee Tompkins thanked staff for taking down the Raiders banner.

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

Trustee Jackson motioned to adjourn the meeting at 4:18 p.m. Vice Chair Tompkins seconded the motion.

Signed: _____ Date: _____