

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

Karen Snyder  
Chair Person

Regular Board Meeting  
February 14, 2019 10:00 AM

Rose Tompkins  
Vice Chair

Janice Jackson  
Trustee

Thomas Buckley  
Trustee

Tim Underdown  
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 January 18, 2018 – February 14, 2018
- B. Approval of the Minutes of the Regular Board Meeting January 18, 2018
- C. Manager’s Report
  - a. Monthly Report
  - b. Balance Sheet
  - c. Petty Cash
  - d. Credit Card Report

D. Operations Report

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

**VII. ACTION ITEMS**

A. Compensatory Time Off Policy

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends making no change to policy.*

B. Key Pad Entry to Office

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends not purchasing keypad entry.*

C. Project Priority List

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff has no recommendation.*

D. Office Hours

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends keeping current office hours.*

E. Office Furniture Arrangement

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends current setup.*

F. Mail Box

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends keeping P.O. Box and mail at street.*

G. Request for Proposal: Auditor

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff has no recommendation.*

H. Responsible Person for TimeTrax System

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends that this stay at the discretion of the District Manager.*

I. Computer Purchase for TimeTrax System

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff recommends not purchasing a separate computer.*

J. Weddings at Cemetery

Motion by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

*Staff has no recommendation at this time.*

**VIII. CLOSED SESSION – No closed session**

**IX. STAFF COMMENTS**

**X. BOARD COMMENTS**

**XI. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, March 14<sup>th</sup> at 10:00 A.M.