

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE LAKE
ELSINORE, CA 92530
February 14, 2019 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairperson Snyder at 10:02a.m., at M. Blake’s request so that he could register for his classes.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Tim Underdown
- III. ROLL CALL** – Assistant District Manager, Michael Blake

PRESENT: Karen Snyder, Chairperson
Janice Jackson, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
Michael Blake, Assistant District Manager/Board Secretary
John Cavanaugh, Cavanaugh Law Group
Stephanie Garcia, Cavanaugh Law Group

ABSENT: NONE

LATE: Thomas Buckley, Trustee arrived at 10:06a.m., and joined the meeting at 10:09a.m.

- IV. PUBLIC COMMENTS** – No public was in attendance.

V. CONFIRMATION OF AGENDA

Trustee Underdown motioned to accept the agenda as presented. Trustee Tompkins seconded the motion which carried unanimously (5-0).

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

Trustee Underdown motioned to add District Manager Evaluation as subsequent need item H. 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

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VI. CONSENT CALENDAR

A. Approve expenditures January 17, 2019 – February 14, 2019

Chair Snyder requested the Staples invoice from January 31, 2019, to review.

B. Approval of the Minutes of the Regular Board Meeting January 17, 2019.

Chair Snyder corrected the minutes for (3) missing comments from the District Manager:

1. District Manager informed the Board of a break-in at the workshop. *District Manager was directed to obtain the incident report for the trustees and legal counsel to review;*
2. District Manager informed the Board that he was contacted by the tombstone company to inquire if a headstone ordered with beer engraving was approved by our district. *Board briefly discussed reviewing and changing our policy regarding such matters and to place on a future agenda;*
3. District Manager informed the Board of a heated exchange between him and pallbearers during a recent service that was resolved without further incident.

C. Manager’s Report

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash
- d. Credit Card Report
- e. Burial Comparison

D. Operations Report

Trustee Jackson motioned to approve the consent calendar. 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

VII. ACTION ITEMS

A. Compensatory Time Off Policy – Continued to March 12, 2019, meeting.

Chair Snyder read the following statement: “NOTE: Hours worked to earn (“CTO”) compensatory time off, according to our policy: Employees who work more than eight hours in a workday will accrue (“CTO”) compensatory time off (“CTO”) at the rate of one and one-half (1 ½) hours for each hour worked in excess of eight hours in the workday and double time (2) on Holidays. Employees may only accrue up to

eighty (80) hours of (“CTO”.) Employees will be paid overtime of one and one-half (1 ½) times their regular rate for any overtime worked beyond the (“CTO”) limit. We need to discuss this matter as to have a clear understanding of how comprehensive time is accrued and applied for all the employees with a reminder that we are dealing with 'public funds'.”

The Board agreed that Comprehensive time reports are due from staff on February 27, 2019.

Trustee Underdown motioned that this item be continued at the March 2019 Regular Board Meeting. The motion was seconded by Vice Chair Tompkins (5-0).

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

B. Key Pad Entry for Office

After an extensive display by M. Blake about the current and insufficient use of the District doors to be incompatible with the discussed key pad entry system, Trustee Jackson motioned to have a locksmith come and check out the door for a key pad ASAP by the March 2019, meeting. This motion was seconded by Vice Chair Tompkins and passed (3-2).

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

C. Project Priority List

Discussion on office building repair specifying the inside and outside. Trustee Jackson made a motion to have this item placed on the March 2019, agenda for further discussion. The motion was seconded by Chair Snyder and passed (3-2).

Chairperson Snyder - Yes
Trustee Buckley - No
Trustee Jackson - Yes
Trustee Tompkins - Yes
Trustee Underdown - No

D. Office Hours

There was a short discussion on the most efficient office hours. Trustee Underdown motioned that this item be tabled until the April 2019, Agenda with staff directed to survey other

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cemeteries regarding office hours. Trustee Jackson seconded the motion which passed unanimously (5-0).

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

E. Office Furniture Arrangement

Motion by Trustee Jackson to table this Agenda item until the April 2019 agenda. This was seconded by Chair Snyder and carried unanimously (5-0).

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

F. Mail Box

Vice Chair Tompkins had requested information for box sizes from the Post Office. All were in agreement as they reviewed the printed information of box sizes. M. Blake said that the post man will not come into the cemetery to deliver mail even if we have a box. Motion made by Trustee Underdown to keep our mail set-up as is. This was seconded by Trustee Jackson and passed unanimously (5-0).

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

G. Request for Proposal: Auditor

Chair Snyder mentioned that we should search for a new Auditing firm after reading correspondence from Auditor to the Board. Trustee Underdown made a motion for RFP for new auditors, seconded by Trustee Buckley. Counsel Cavanaugh explained that an RFP wasn't necessary and that the Board could select a new Auditor. M. Blake stated that the Agreement with Nigro & Nigro was up and that they could start looking for other firms. A unanimous vote was received and passed (5-0).

Chairperson Snyder - Yes
Trustee Buckley - Yes
Trustee Jackson - Yes

Signed: _____ Date: _____

Trustee Tompkins - Yes
Trustee Underdown - Yes

H. Responsible Person for TimeTrax System

Chair Snyder read the following statement that she prepared: “If you all remember Tim and Rose attended a CAPC conference last year and came back very concerned about the subject of fraud with regard to public funds and the consequences of said fraud upon a public agency. In fact, they were so alarmed they urged the rest of the Board to hold a workshop to discuss ways to protect our district. It was during that workshop the discussion began about a time-clock. Weeks later it was unanimously approved to purchase a time-clock. I personally explained to staff that this was “not personal” but, explained that it is a tremendous responsibility when you are appointed to a position where you are expected to be in charge of public funds. The examples that were shared by Tim and Rose were astonishing and not expected since we are all familiar and on friendly terms with other CAPC districts. All agreed that moving forward; we should be proactive with policy and procedures for EVCD. Why is there a recommendation of having Kris and her assistant having sole knowledge of the passwords? *Again, this goes back to our fraud workshop and being transparent. Remember we are overseeing public funds and that makes the five of us responsible. By having Anderson Professional Services oversee the entire time-clock system this puts an unbiased third party responsible for maintaining the system. In addition, there will no longer be the need for time-consuming manual labor of input by staff for time cards and spreadsheets for comp time, etc. Once Kris has the system set up it is electronically available for all reports and keeping accurate records of each employee’s hours, sick days, vacation days, and comp time. The only responsibility the employee will have is to clock in and out for arriving, leaving and lunchtime.* By implementing this change, it is my belief that we as a Board would be acting in good faith, and transparent while protecting our employees, board of trustees, and our district.”

Mr. Kuether stated that he as District Manager should be in charge of this program.

There was a Motion by Trustee Jackson to have Anderson Professional Services be in charge of the TimeTrax system with Kris Anderson, her assistant Laura and John Cavanaugh having the passwords. District Manager will have limited access to the system as a view only status. Anderson Professional Services will prepare all Payroll and Reports. Seconded by Vice Chair Tompkins. 3-1 yes: Trustee Jackson, Vice Chair Tompkins and Chair Snyder. No: Trustee Underdown, Abstained: Trustee Buckley (3-1-1).

Chairperson Snyder - Yes
Trustee Buckley - Abstain
Trustee Jackson - Yes
Trustee Tompkins - Yes
Trustee Underdown - No

I. Computer Purchase for TimeTrax System

Signed: _____ Date: _____

There was a short discussion started by Trustee Jackson of why it would be best to order a new computer and utilizing it only for the TimeTrax system. This would allow the system to stay clean and safe from possible viruses. After we discussed extended for several minutes, the District Manager said “oh well the old computer won’t work with the time clock any way.” (clarification was that the software used by TimeTrax would not be compatible with the current EVCD computer system(s) being used.

Motion by Trustee Jackson to purchase a new computer within 1 week from today, seconded by Vice Chair Tompkins (5-0). District Manager stated that he would go to Best Buy “tomorrow”.

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

J. Wedding Policy

There was a short discussion and staff gave information about the popularity with hosting weddings in cemeteries. Staff contacted a few cemeteries and confirmed that they have adopted Wedding Policies. Staff was directed to research more cemeteries and their wedding event polices, prices and check with our insurance for coverage, etc. Trustee Underdown made a motion to develop a wedding event policy, and this was seconded by Trustee Jackson (5-0).

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

VIII. CLOSED SESSION - NONE

IX. STAFF COMMENTS

X. BOARD COMMENTS

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, March 14, 2019, at 10:00a.m.

Trustee Buckley motioned to adjourn the meeting at 12:18p.m. Trustee Jackson seconded the motion (5-0).