

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
March 8, 2018 Regular Board Meeting  
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 10:00 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Jeff Kuether
- III. ROLL CALL** – Administrative Assistant, Michael Blake

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

ABSENT: Tim Underdown, Trustee

By majority vote the Board excused Trustee Underdown's absence due to illness.

- 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 (4-0).

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

- VI. CONSENT CALENDAR**

A. Approve Expenditures February 9, 2018 – March 8, 2018

B. Approval of the Minutes of the Regular Board Meeting February 8, and the Minutes of the Special Board Meeting February 8, 2018

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

C. Manager's Report

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

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

**VII. ACTION ITEMS**

A. Public Employee Wage Increase #31

Vice Chair Snyder motioned to raise the hourly rate of Public Employee #31 by 3%. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

B. Public Employee Wage Increase #32

Vice Chair Snyder motioned to raise the hourly rate of Public Employee #32 by 3%. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

C. 2016/2017 Fiscal Year Audit

Vice Chair Snyder motioned to continue this item to the next Regular Board Meeting. Trustee Tompkins seconded the motion which carried unanimously (4-0).

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

D. Rental of Existing Cemetery Property

After discussion of future plans for the 2 buildings near Riverside Dr. Staff was directed to keep the water meter located at those 2 buildings after demolition.

Vice Chair Snyder motioned to never rent out those buildings and keep them on the schedule for demolition. Trustee Tompkins seconded the motion which carried unanimously (4-0).

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

E. Sub-Committee Updates

No updates at this time.

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

**IX. STAFF COMMENTS – No staff comments**

**X. BOARD COMMENTS**

Trustee Tompkins stated that the new signage looks good.

Trustee Tompkins expressed her desire for the receipt book that staff uses have EVCD on it in some fashion.

**XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, April 12<sup>th</sup>, 2018 at 10:00 A.M.**

Vice Chair Snyder motioned to adjourn the meeting at 11:01 a.m. Trustee Tompkins seconded the motion.