



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

Karen Snyder, Chair
Rose Tompkins, Vice Chair
Thomas Buckley, Trustee
Janice Jackson, Trustee
Tim Underdown, Trustee

MINUTES

TYPE OF MEETING: Regular Special

DATE: April 24, 2019

TIME: 10:00a.m.

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 and Meeting Minutes are online at elsinorevalleycemetery.com

I. CALL TO ORDER: Meeting was called to order by Chair Karen Snyder at 10:00 a.m.

II. PLEDGE OF ALLEGIANCE: Pledge was led by Tim Underdown.

III. ROLL CALL: Rose Tompkins, Member

PRESENT: Karen Snyder, Chair
Rose Tompkins, Vice Chair
Janice Jackson, Trustee
Thomas Buckley, Trustee
Tim Underdown, Trustee

IV. PUBLIC COMMENTS: There was no public present.

V. CONFIRMATION OF AGENDA

Trustee Jackson motioned to accept the agenda and Trustee Tompkins seconded.
Motion carried unanimously (5-0)

Chair Snyder – Yes
Trustee Buckley – Yes
Trustee Jackson – Yes
Trustee Underdown – Yes
Trustee Tompkins – Yes

VI. CONSENT CALENDAR

A. Approval of Expenditures

Trustee Jackson motioned to accept to agenda and Trustee Tompkins seconded. Motion carried unanimously (5-0)

Chair Snyder – Yes
Trustee Buckley – Yes
Trustee Jackson – Yes
Trustee Underdown – Yes
Trustee Tompkins – Yes

_____ signed _____ date

VII. NEW BUSINESS

A. Discussion of Replacement for District Manager

Points of Discussion:

1. Board thanked Trustee Underdown for stepping up and keeping the office running. Trustee Tompkins offered to assist, if needed.
2. Resumes received as a result of the advertising for Manager were provided to Trustees Jackson and Tompkins.
3. Interview questions and procedure for interview were discussed and decided upon.
4. Trustees Jackson and Tompkins will meet on April 29 to screen all applications.
5. Trustee Underdown and Grounds Worker Flores will attend the last planning meeting before the Memorial Day event of 5/27.
6. Mail was opened by Chair Snyder and distributed for appropriate handling.
7. Law Office of John Cavanaugh will be contacted by Trustees Snyder and Underdown regarding steps to take regarding pending litigation.
8. Expenditure checks were signed.

Trustee Buckley motioned and Trustee Jackson seconded to approve that Board Members volunteer to keep the office operating until a new manager is selected. Motion passed unanimously (5-0).

- Chair Snyder – Yes
- Trustee Buckley – Yes
- Trustee Jackson – Yes
- Trustee Underdown – Yes
- Trustee Tompkins – Yes

VIII. BOARD COMMENTS

- Chair Snyder restated that Trustee Underdown would contact John Cavanaugh for direction re: contact with insurance company
- Chair Snyder restated that Trustee Underdown and Mr. Flores would attend the Memorial Day meeting.
- Trustees Tompkins, Jackson, Underdown, Buckley - No comments.

IX. ADJOURNMENT

Next Special Board meeting is scheduled for Monday, May 6, 2019 at 1:00 p.m.
Next Regular Board Meeting is scheduled for Thursday, May 9, 2019 at 10:00 a.m. changed to 9:30 a.m. due to Trustee Tompkins's medical appointment.

- Chair Snyder – Yes
- Trustee Buckley – Yes
- Trustee Jackson – Yes
- Trustee Underdown – Yes
- Trustee Tompkins – Yes

Trustee Jackson motioned and Trustee Buckley seconded to adjourn at 11:09 a.m.

_____ signed _____ date