

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
May 17, 2018 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 10:02 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Rose Tompkins
- III. ROLL CALL** – Administrative Assistant, Michael Blake

PRESENT: Thomas Buckley, Chairman
Karen Snyder, Vice Chair
Janice Jackson, Trustee
Rose Tompkins, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
Michael Blake, Administrative Assistant/Board Secretary

- 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 (5-0).

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

VI. CONSENT CALENDAR

- A. Ratify Expenditures April 13, 2018 – May 4, 2018
Approve expenditures May 5, 2018 – May 17, 2018
- B. Approval of the Minutes of the Regular Board Meeting April 12, 2018 and the Special Board Meeting May 4, 2015
- C. Manager’s Report
- a. Monthly Report

Signed: _____ Date: _____

- b. Balance Sheet
- c. Repurchase plot K-26-8
- d. Repurchase plot J-35-10

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. 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

VII. ACTION ITEMS

A. LAFCO Boundary Changes and Effective Date

Chairman Buckley motioned to direct staff to write a letter to LAFCO requesting the effective date be July 1, 2019. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

B. Pay Scale

Vice Chair Snyder motioned to bring this item into the workshop for the policy and procedure manual. 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

C. Policy and Procedures Manual

Board consensus was to work small sections at RBM's until finished and then have workshop to discuss all the changes.

D. Sub-Committee Updates

Chairman Buckley motioned to add Committal Center to the Next regular Board Meeting agenda. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

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

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Kuether informed the Board that withdrawing money from the county fund will be happening soon.

Mr. Kuether informed the Board that the Jewish cemetery will be added back on to the agenda.

Mr. Kuether stated that staff received the budget packet and staff will have it on the agenda soon.

X. BOARD COMMENTS

Vice Chair Snyder asked for an update on the account signers at Wells Fargo Advisors. Chairman Buckley asked if staff had heard anything from Mr. Elymelech.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, June 14th, 2018 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:30 a.m. Trustee Jackson seconded the motion.