

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
June 14, 2018 Regular Board Meeting
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 9:58 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Tim Underdown
- 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
John Cavanaugh, Cavanaugh Law
Stephanie Garcia, Cavanaugh Law

- 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. Approve expenditures June 1, 2018 – June 14, 2018
- B. Approval of the Minutes of the Regular Board Meeting May 17, 2018 and the Special Board Meeting May 30, 2018
- C. Manager’s Report

Signed: _____ Date: _____

- a. Monthly Report
- b. Balance Sheet
- c. Credit Card Report

D. Operations Report

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Underdown 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. Jewish Cemetery

Trustee Underdown motioned to continue this item to the next Regular Board Meeting. 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. Public Cemetery Alliance Conference

Trustee Tompkins motioned to send staff to the PCA conference. 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

C. Committal Center & Veterans Memorial

Trustee Jackson motioned to direct staff to start drafting an RFQ for architectural services for the Committal Center and Veterans Memorial project. 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

D. Credit Card Usage

Vice Chair Snyder motioned to follow staff recommendation of utilizing the credit card as much as possible and directed staff to draft a report estimating the expected expenditures. Trustee Underdown seconded the motion which carried unanimously (5-0).

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

E. Policy & Procedure Manual: Policy I – XVII

Changes to the policies were discussed. Changes will be compiled and redlined once all of the policies have been reviewed for final approval.

Vice Chair Snyder motioned to accept the changes made. 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

F. Crown Castle

This item was continued to the next Regular Board Meeting.

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Blake reported to the Board the price for liability and workers compensation insurance for the 2018/2019 fiscal year.

Mr. Kuether updated the Board on the Jewish Cemetery issue.

Mr. Kuether asked the Board if the staff report done this month is what the Board wants.

Mr. Kuether informed the Board of the price for the new garage that was installed after the attempted break in.

X. BOARD COMMENTS

Vice Chair Snyder thanked staff for their efforts on the staff report.

Chairman Buckley asked staff to add an item of public outreach concerning the boundary changes to the next agenda.

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, July 12th, 2018 at 10:00 A.M.

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