

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
July 12, 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 Janice Jackson
- 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**

Rabbi Stephen Epstein 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 June 15, 2018 – June 30, 2018  
Approve expenditures July 1, 2018 – July 12, 2018
- B. Approval of the Minutes of the Regular Board Meeting June 14, 2018

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

C. Manager's Report

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

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. Jewish Cemetery

Vice Chair Snyder motioned to continue this item to the next Regular Board Meeting. 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

B. CAPC Conference October

Vice Chair Snyder motioned to send trustees Jackson, Tompkins, and Underdown as well as staff to the CAPC conference. 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. CSDA Board of Directors Election

Vice Chair Snyder motioned to vote for Jo Mackenzie for the CSDA Board of Directors. 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

D. CSDA Annual Conference

Vice Chair Snyder motioned to continue this item to the August meeting. 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

E. Asbestos Removal bids

Vice Chair Snyder motioned to accept the bid from J & J Environmental for the asbestos removal. 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

F. Policy & Procedure Manual: Policy XVIII – XXXI

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

G. Crown Castle

Vice Chair Snyder motioned to continue this item and direct Mr. Cavanaugh to get an average of rent for cell tower sites. 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

H. 2018-2019 Fiscal Year Budget/Resolution #18-07-01

Trustee Jackson motioned to accept fiscal year 2018-2019 budget and adopt resolution #18-07-01. 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

I. Resolution #18-07-02 to withdraw \$600,000 from County General Fund #51175 to Wells Fargo Advisors General Fund Account #7057-6984.  
Withdraw \$40,000 from County Endowment Fund #51180 to Wells Fargo Advisors Endowment Fund \$7057-7012

Vice Chair Snyder motioned to adopt resolution #18-07-02. 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

**VIII. CLOSED SESSION**

Chairman Buckley entered into closed session at 11:12 am.

A. PUBLIC EMPLOYMENT

Title: Assistant District Manager

Chairman Buckley reconvened into open session at 11:42

Chairman Buckley reported in open session that an Assistant District Manager position will be created. The position was offered to Mr. Blake who accepted. Mr. Blake's hourly wage went up \$2.50 and is now at \$20.00

**IX. STAFF COMMENTS**

**X. BOARD COMMENTS**

Trustee Tompkins asked that the "Staff report" be renamed to "District Manager report". Trustee Tompkins congratulated and thanked staff.

Vice Chair Snyder asked that staff give a status report on the scanning project at the end of the year.

Trustee Jackson requested that family plots be added as an agenda item to next regular board meeting.

**XI. ADJOURNMENT** – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, August 9<sup>th</sup>, 2018 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 11:56 a.m. Trustee Jackson seconded the motion.