

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
July 26, 2017 Special Board Meeting  
MINUTES**

**I. CALL TO ORDER** — Meeting called to order by Chairman Buckley at 9:55 a.m.

**II. PLEDGE OF ALLEGIANCE** — Pledge of Allegiance was led by Jeff Kuether.

**III. ROLL CALL** - Administrative Assistant, Michael Blake

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

**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).

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

**VI. CONSENT CALENDAR**

A. Approve expenditures July 13, 2017 - July 26, 2017

Vice Chair Jackson motioned to accept the agenda as presented. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

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

**VII. ACTION ITEMS**

A. Interviews for position of District Manager

Interviews were conducted for the position of District Manager between 10:00 a.m. & 1:45 p.m. with a 45 minute recess for lunch at 12:00.

Office staff was directed to contact Mr. Cavanaugh, run a background check and order drug screen and physical for the selected candidate.

Vice Chair Snyder motioned to invite Mr. Kuether back to a SBM Friday July 28, 2017 to present him over an offer letter of employment starting \$5,000 per month August through the remainder of the year. Trustee Jackson seconded the motion which carried unanimously (4-0).

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

**VIII. CLOSED SESSION**

Chairman Buckley moved into closed session at 2:40 pm

A. Appointment of Public Employee – District Manager

Chairman Buckley reconvened back into open session at 3:15pm

**IX. STAFF COMMENTS**

No Staff Comments

**X. BOARD COMMENTS**

No Board Comments

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

Trustee Jackson motioned to adjourn the meeting at 3:40 pm. Vice Chair Snyder seconded the motion.