

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
August 9, 2018 Regular Board Meeting  
MINUTES**

- I. CALL TO ORDER** – Meeting called to order by Chairman Buckley at 10:03 a.m.
- II. PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was led by Tim Underdown
- III. ROLL CALL** – Assistant District Manager, Michael Blake

PRESENT: Thomas Buckley, Chairman  
Rose Tompkins, Trustee  
Tim Underdown, Trustee  
Jeff Kuether, District Manager/Board Treasurer  
Michael Blake, Assistant District Manager/Board Secretary

ABSENT: Karen Snyder, Vice Chair  
Janice Jackson, Trustee

- IV. PUBLIC COMMENTS** – No public was in attendance.

**V. CONFIRMATION OF AGENDA**

Trustee Underdown motioned to accept the agenda as presented with the addition of item J “Donation for Fire Relief” as an urgency item and excuse vice chair Snyder and Trustee Jackson from this meeting due to the Holy fire. Trustee Tompkins seconded the motion which carried unanimously (3-0).

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

**VI. CONSENT CALENDAR**

- A. Approve Expenditures July 13, 2018 – August 9, 2018
- B. Approval of the Minutes of the Regular Board Meeting July 12, 2018
- C. Manager’s Report

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

- a. Monthly Report
- b. Balance Sheet
- c. Petty Cash

D. Operations Report

Trustee Underdown motioned to approve the Consent Calendar. Trustee Tompkins seconded the motion which carried unanimously (5-0).

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

**VII. ACTION ITEMS**

A. Jewish Cemetery – This item will be continued to the next Regular Board Meeting.

B. CSDA Annual Conference Sept 24<sup>th</sup> – 27<sup>th</sup>

Chairman Buckley motioned to approve for the Board and Staff to attend this conference. Trustee Underdown seconded the motion which carried unanimously (3-0).

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

C. Ventura Engineering

Trustee Tompkins motioned to set the project deadline as December 1<sup>st</sup>, approve \$10,000 to create the bio swale area, and to sign and send the O&M agreement when the cemetery receives it. Trustee Underdown seconded the motion which carried unanimously (3-0).

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

D. Truss Buildings: Demolition Project

Trustee Underdown motioned to accept the bid from Weaver Grading and ask them to leave the water meter. Trustee Tompkins seconded the motion which carried unanimously (3-0).

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

E. Policy & Procedure Manual: Policy XXXII - XXXVIII

Trustee Tompkins motioned to accept amendments as reviewed. Trustee Underdown seconded the motion which carried unanimously (3-0).

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

F. Crown Castle – This item will be continued to the next Regular Board Meeting.

G. Xeriscape – This item will be continued to the next Regular Board Meeting.

H. Public Employee #10 Wage Increase

Trustee Underdown motioned to give the standard 3% wage increase. Trustee Tompkins seconded the motion which carried unanimously (3-0).

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

I. Public Employee #21 Wage Increase

Trustee Underdown motioned to give the standard 3% wage increase. Trustee Tompkins seconded the motion which carried unanimously (3-0).

Chairman Buckley- Yes  
Vice Chair Snyder- Absent  
Trustee Jackson-Absent

Trustee Tompkins- Yes  
Trustee Underdown-Yes

**J. Donation for Fire Relief**

Trustee Underdown motioned to approve an expense of up to \$500 for Holy fire relief. Trustee Tompkins seconded the motion which carried unanimously (3-0).

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

**VIII. CLOSED SESSION – No closed session**

**IX. STAFF COMMENTS**

Mr. Kuether gave an update to the Board concerning the LAFCO boundary repositioning. Mr. Kuether informed the Board of the latest break in. Mr. Kuether stated that staff would look into different options for around the shop like a block wall.

**X. BOARD COMMENTS**

**XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, September 13<sup>th</sup>, 2018 at 10:00 A.M.**

Trustee Underdown motioned to adjourn the meeting at 11:03 a.m. Trustee Tompkins seconded the motion.