

**ELSINORE VALLEY CEMETERY DISTRICT
18170 COLLIER AVENUE
LAKE ELSINORE, CA 92530
September 13, 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 Stephanie Garcia
- III. ROLL CALL** – Assistant District Manager, Michael Blake

PRESENT: Thomas Buckley, Chairman
Janice Jackson, Trustee
Karen Snyder, Vice Chair
Rose Tompkins, Trustee
Tim Underdown, Trustee
Jeff Kuether, District Manager/Board Treasurer
Michael Blake, Assistant District Manager/Board Secretary
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 August 10, 2018 – September 13, 2018
- B. Approval of the Minutes of the Regular Board Meeting August 9, 2018
- C. Manager’s Report
- a. Monthly Report
b. Balance Sheet

Signed: _____ Date: _____

c. Petty Cash

D. Operations Report

Trustee Jackson motioned to approve the Consent Calendar. 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

VII. ACTION ITEMS

A. Jewish Cemetery – No action taken

B. Ventura Engineering

Vice Chair Snyder motioned to move forward with the project and sign the new O&M agreement. 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. New Equipment Purchase

Vice Chair Snyder motioned to approve the purchase of new lawn equipment up to \$6,892.92. 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. Policy & Procedure Manual

Trustee Jackson motioned to approve the changes to the policy & procedure manual as presented. Vice Chair Snyder seconded the motion which carried unanimously (5-0).

Signed: _____ Date: _____

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

E. Xeriscape

Trustee Tompkins motioned to set a deadline for the planning of the xeriscape section to be December 1, 2019. 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. Workers Compensation Insurance – No action taken

VIII. CLOSED SESSION – No closed session

IX. STAFF COMMENTS

Mr. Kuether gave an update to the Board about the Truss buildings.

Mr. Kuether gave a status update for the well pump.

Mr. Blake verified with Chairman Buckley and Trustee Underdown that everything was set up for the CSDA conference.

X. BOARD COMMENTS

Trustee Tompkins asked for clarification on moving the niche wall. *It was decided that moving the niche wall is not feasible.*

Trustee Tompkins asked staff if the tree of life project was complete. *Staff informed the board that it was not.*

XI. ADJOURNMENT – Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, October 11th, 2018 at 10:00 A.M.

Vice Chair Snyder motioned to adjourn the meeting at 10:56 a.m. Trustee Jackson seconded the motion.

Signed: _____ Date: _____