

**ELSINORE VALLEY CEMETERY DISTRICT  
18170 COLLIER AVENUE  
LAKE ELSINORE, CA 92530  
August 25, 2017 Special Board Meeting  
MINUTES**

- I. CALL TO ORDER** — Meeting called to order by Chairman Buckley at 1:00 p.m.
- II. PLEDGE OF ALLEGIANCE** — Pledge of Allegiance was led by Ms. Enochs.
- 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  
Denice Enochs, District Manager/Board Treasurer  
Michael Blake, Administrative Assistant/Board Secretary  
Jim Mckartz/Mickartz Architect

- 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, 2017 – August 25, 2017.

Vice Chair Snyder motioned to approve the Consent Calendar. Trustee Jackson seconded the motioned which carried unanimously (5-0).

Chairman Buckley- Yes  
Vice Chair Snyder- Yes

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

Trustee Jackson-Yes  
Trustee Tompkins- Yes  
Trustee Underdown-Yes

## VII. ACTION ITEMS

### A. Chapel Bids

Bids were opened and read by Mr. Blake. Mr. Mickartz filled in a prepared bid summary sheet. After a lengthy discussion Trustee Underdown motioned to continue discussion to the next meeting after Staff and Board Members could gather more information. Vice Chair Snyder seconded the motioned which carried unanimously (5-0).

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

### B. Progress review for Tree of Life Sculpture

Ms. Golden presented to the Board the progression of the tree of life sculpture and an alternative method was discussed for securing the sculpture.

### C. Document Management - Tabled

### D. Longevity Policy

Vice Chair Snyder motioned to adopt the following policy: "Elsinore Valley Cemetery recognizes the value of knowledge and experience held by our long-term employees. Full-time employees who reach their 20<sup>th</sup> year of service shall be recognized with a plaque to be hung in the reception area of the office and an appropriate gift not to exceed \$250." 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. Public Wage Increase # 10

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

Trustee Underdown motioned to increase employee #10's wage by \$1.20 in place of the previously approved 3% under recommendation from the District Manager for his 20 years of service. Trustee Jackson seconded the motion which passed (4-1).

Chairman Buckley- Yes

Vice Chair Snyder- Yes

Trustee Jackson-Yes

Trustee Tompkins- No

Trustee Underdown-Yes

#### **VIII. STAFF COMMENTS**

Mr. Kuether asked that after hours called should be routed to him and not to Mr. Blake. He informed the Board overtime would be paid if Mr. Blake was contacted.

#### **IX. BOARD COMMENTS**

Vice Chair Snyder informed the Board she had contacted Wells Fargo and had been told that the Manager needs to be the one to contact the bank for a card.

#### **X. ADJOURNMENT-** Next Regular Board Meeting for the Board of Trustees is scheduled for Thursday, September 14<sup>th</sup> at 10:00 A.M.

Chairman Buckley motioned to adjourn the meeting at 3:02 p.m. thanking Ms. Enochs for her service. Vice Chair Snyder seconded the motion.