**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**February 15, 2018**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 a.m.**
2. **Pledge of Allegiance:** Led by Trustee Qualm
3. **Roll Call**

Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet

**STAFF:**

Foreman, Joe Sands, Administration, Michelle Hesselgesser

**Motions To Excuse: NONE**

**Visitors:** Rick Neugebauer with RTN Development: **Spoke briefly on the development of the 26 acres and an alternative to the above ground fossil filter.**

**Public Comments: 8:52-8:54, no one present**

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted

on must be posted 72 hours in advance.

1. **CLOSED SESSION ITEMS**

**A.\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**(Government Code Section 54956.8)**

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

**B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

**B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

Discussion regarding purchase of land for a fossil filter

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/23/2017

**D. Closed Session Announcements: Nothing to report, 9:21 a.m**

1. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Reese and passed 5/0.**

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of January 18, 2018.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the January 2018 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the February 2018 Bookkeeper Report.

1. **Action Items**

**A. SDRMA Member Certificate of Coverage: Table until annual meeting**

*Recommendation:* That the Trustees review the 2017 coverage and have an open discussions on limits.

**B**. **Draft Policies:#1037 needs counsel review, #4085 needs to be rewritten. Motion was made by Trustee Reese to accept policies, 1075,3012,3020,3055,4080, seconded by Trustee Dugan and passed 5/0**

*Recommendation:* That the Trustees review the policy numbers (**1037 table until legal counsel reviews.)**,#**1075 passed 5/0**,#**3012 passed 5/0**,#**3020** **passed 5/0**,#**3055 passed 5/0**,#**4080 passed 5/0**,#**4085 rewrite the loan policy stating TPCD does not offer loans.** Make a motion to accept as read or move for changes.

**C**. **Notary for Cemetery: Motion was made by Trustee Reese to file the notary paperwork with the District, seconded by Trustee Dugan and passed 5/0.**

*Recommendation:* That the Trustees acknowledge the notice on Public employees holding a notary license paid by the district. Test was administered on 01/23/2018.

**D**. **Response letter: Reviewed and approved.**

*Recommendation:* That the Trustees review the response letter sent out to Jennifer Kenitzer.

1. **Financial Report: Motion was made by Trustee Dugan to receive and file the January financials, seconded by Trustee Reese and passed 5/0.**

A. January 2018 Balance Sheet

B. January 2018 Profit and Loss

C. January 2018 Wells Fargo Investments; principle and interest

1. **General Managers Reports: Motion was made by Trustee Davis to receive the manager’s report, seconded by Trustee Qualm and passed 5/0.**
2. January 2018 Revenues

B. January 2018 Plot Inventories

C. January Depletion

D. January Calendar

E. New Hire, Bill Hernandez 02/05/2018 grounds

F. RBF permits for entry road

1. **Foreman Reports: Motion was made by Trustee Reese to receive the Foreman report, seconded by Trustee Davis and passed 5/0.**

A. SDRMA Safety Meetings

B. Well and Pump

C. Storage items

1. **Motion was made by Trustee Reese to remove items from inventory list, seconded by Trustee Davis and passed 5/0.**

2**. Motion was made by Trustee Davis to dispose of items, seconded by Trustee Dugan and passed 5/0.**

D. Qualified Applicators exam

E. Grounds Report

F. Palm tree removal

1. **General Counsel Reports**

Entry Road, 2nd amended settlement was notarized by both parties and recorded with the county.

Curtis Rosenthal has appraised the piece of land for the fossil filter at $4,000.00

General Counsel has shown concerns towards the cost of eminent domain

**11. Fiscal Year 2017-2018 Subcommittee’s**

1. 52 acre Cemetery Property (Dugan, Qualm, Beaudet**)**
2. Landscape Plan (Vanderhaak, Beaudet)

C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)

D. Investment (Qualm, Vanderhaak, Beaudet)

E. Conference Liaison (Qualm, Vanderhaak, Beaudet)

* **Reports enclosed from the Meyers Nave Conference, January 24, 2018**

F. Policies (Dugan, Reese, Beaudet)

G. General Price List (Vanderhaak, Davis, Beaudet

 **12.** **Future Trustee Agenda Items:**

 **Certificate of Covrerage**

**13**. **Board Comment:**

* Climate Control- Trustee Dugan to provide questions for the CAPC conference breakout session

14. **Announcements:**

* CAPC Annual Conference February 22, 2018

San Luis Obispo

**Transportation suggestions**

* Car Rental: SUV premium $400.00 would accommodate 4 people

District will reimburse you for fuel

* Airlines- Not accommodating to this trip
* Personal Vehicle 550 Roundtrip miles @ 53.5% $294.25

15. **Adjournment Time:**

**1st Motion Trustee Reese 2nd Motion Trustee Davis, passed 5/0**

**With no further business to be heard meeting was adjourned at : 10:37 a.m.**

Next Regular Board Meeting – March 15, 2018