**AGENDA- Estimated Time: 1 1/2 Hr.**

**October 19, 2023 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

 **41911 C St, Temecula, Ca 92592**

**951-699-1630**

1. **CALL TO ORDER:** Trustee Davis -**8:00 AM**
2. **FLAG SALUTE :** Trustee Davis
3. **ROLL CALL: All Present**

Chair Davis, Vice Chair Dugan, Trustee Qualm, Trustee Vanderhaak,

Trustee Kelleher, General Manager, Beaudet, Administration, Santos

1. **MOTIONS TO EXCUSE:** **None**
2. **VISITORS:**
3. **PUBLIC COMMENTS:**

Currently, 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. Requests must be submitted in writing or in person prior to the start of the meeting. Every person 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. **CONSENT CALENDAR: Motion to accept consent calendar as presented was made by Trustee Qualm, seconded by Trustee Dugan and passed with a 5/0 vote.**

All matters listed under the Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 September 21, 2023

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the September 2023 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

September 2023 Bookkeeper Report

1. **ACTION ITEMS:**
2. **Nigro and Nigro: A motion was made by Trustee Dugan to accept the 2022-2023 audit presented by Paul Kaymark, seconded by Trustee Kelleher and passed with a 5/0 vote.**

*Recommendation:* That the Trustees review the 2022-2023 audit and be prepared for questions with auditor, Paul Kaymark.

1. **California Class- Tabled**

*Recommendation:* That the Trustees review and consider placing our ACO income with this investment firm.

1. **General Managers Performance Review-Tabled**

*Recommendation:* Trustees to fill out and return to the Chair.

**9. FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the September financials, seconded by Trustee Qualm and passed with a 5/0 vote.**

A. September 2023 Balance Sheet

B. September 2023 Profit and Loss- Budget not entered.

C. September 2023 Stifel Investments; principal and interest

**10 . GENERAL MANAGERS REPORTS: Received**

1. September 2023 Revenues
2. September 2023 Inventory
3. September Burial Calendar
4. Company Dinner- January 20, 2024
5. Three Incident reports

**11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-**

1. 52-acre Cemetery Property (**Qualm, Dugan)** GM to report out
2. Landscape Plan (**Vanderhaak, Davis**) GM to report out
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conférence Liaison (**Kelleher, Vanderhaak**)
5. Polices (**Dugan, Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**12**. **ITEMS FOR FUTURE TRUSTEE AGENDAS**

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

**Trustee Dugan left the meeting at 9:30 am**

**A motion was made to go into closed session at 9:35 am by Trustee Vanderhaak, seconded by Trustee Kelleher and passed with a 4/0 vote.**

**13.** **CLOSED SESSION ITEMS: Michael Cobden, conference Call**

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

**A motion was made to come out of closed session at 9:45 am by Trustee Kelleher seconded by Trustee Qualm and passed with a 4/0 vote.**

  **Nothing to Report**

**14**. **ADJOURNMENT: 9:46 am**

**1st Motion: Trustee Vanderhaak**

**2nd Motion: Trustee Kelleher**

**All in Favor: 4/0**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, November 16, 2023, at 8:00 a.m.