**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C street**

**Temecula, Ca 92592**

**July 23, 2020 @ 8:00 a.m.**

**Teleconferenced**

**MINUTES**

1. **Call To Order:** @**8:00 a.m. by Trustee Vanderhaak**
2. **Pledge of Allegiance:** Trustee Vanderhaak-all others silent
3. **Roll Call**

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

**All Present**

**Motions To Excuse:** **None**

**Visitors**

**Public Comments: None**

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. 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. **CLOSED SESSION ITEMS:**
2. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

C. **Closed Session Announcement: Nothing to Report**

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

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 June 18, 2020

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the June 2020 Check Register Nos. 101100, 101200 and 101300.

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the June Bookkeeper Reports.

1. **Action Items**
2. **Stifel Re-Investments****: Motion was made by Trustee Qualm to correct the typo in the dollar figure provided by Stifel, As read: $153,0000, as corrected: $153,000 the motion was seconded by Trustee Davis and passed with a 5/0 vote.**

*Recommendation:* The Trustees should read e-mail memo dated June 19th, 2020. See the reinvestments agreed to by the investment committee.

1. **2nd Draft Budget for Fiscal Year 2020-2021: : Motion was made by Trustee Qualm to receive the draft budget for fiscal year 2020-2021.The motion was seconded by Trustee Dugan and passed with a 5/0 vote.**

*Recommendation:* That the BOT reviews the first draft of the upcoming fiscal year budget. Notes are included with any major changes proposed.

Direct the manager as to how you would like to proceed.

1. **General Managers review**

*Recommendation:* That the BOT completes the Performance review template and returns it to the Chair by August 03,2020. She will then meet with the Vice Chair to complete the review based on the Trustees responses.

**7. Financial Reports: Motion was made by Trustee Reese to receive and file the June financials. The motion was seconded by Trustee Davis and passed with a 5/0 vote.**

A. June 2020 Balance Sheet

B. June2020 Profit and Loss

C. May 2020 Stifel Investments; principle and interest

**8. General Managers Reports: Reviewed and discussed**

1. June 2020 Revenues

B. May 2020 Plot Inventories

C. May 2020 Depletion

D. May 2020 Calendar

E. Voting receipt with CSDA

F. Activities for Trustees

G. Draft-Strategic Plan for 2020-2021

**9. General Counsel Reports**

1. Letter reflecting non-resident fee
2. Non-Resident fees per surrounding cemeteries

**10. Fiscal Year 2019-2020 Subcommittees:**

**Trustees sub-committees for 2020-2021**

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

C. Cenotaph/ Ossuary (Reese, Davis) **Vanderhaak-Reese**

D. Investment (Davis, Dugan) **Reese-Davis**

E. Conference Liaison (Vanderhaak, Reese) **Davis-Dugan**

F. Policies (Dugan, Reese) **Qualm-Davis**

H. General Price List (Vanderhaak, Davis) **Qualm-Reese**

**11.** **Future Trustee Agenda Items:**

General Contractors

Dry Utilities

RCWD

Transportation

Stewart Title

**12**. **Board Comment:**

**13**. **Announcements:**

**14**. **Adjournment Time: 9:11a.m.**

**1st Motion: Trustee Reese**

**2nd Motion: Trustee Davis**

**All in Favor: Passed with a 5/0 vote.**

Next Regular Board Meeting – August 20, 2020