

**TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

**41911 C STREET
TEMECULA, CALIFORNIA**

May 15, 2014

8:00 a.m.

MINUTES

1. CALL TO ORDER @ 8:00 AM

2. PLEDGE OF ALLEGIANCE Led by Trustee Vanderhaak

3. ROLL CALL

A. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller, Trustee Vanderhaak, Trustee Qualm, General Manager, Cindi Beaudet, **ALL PRESENT**

B. Motions To Excuse: **None**

C. Visitors: **Greg England**

D. PUBLIC COMMENTS

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. Each individual will be allowed 3 minutes to address the BOT, no item (s) will be acted on.

Motion was made by trustee Dugan to open the public session at 8:01 a.m., seconded by Trustee Miller.

Mr. England arrived at 8:02 a.m. and shared with the BOT how pleased he is with the cemetery and the staff, he mentioned some key points as to how the groundsmen make it nice for both the families and the mortuary. Trustee Dugan made a motion to close the public session at 8:11am, seconded by Trustee Vanderhaak and passed 5/0

4. CLOSED SESSION ITEMS

A. Conference with Real Property Negotiator Steven B. Quintanilla Pursuant to Government Code Section 54956.8
Location: 43535 Preece Lane, Temecula (Assessor Parcel No. 944-323-022)

Negotiating Parties: Temecula Public Cemetery District and Rancho Highlands Community Association [Under Negotiation: Price and terms of payment.](#)

B. Conference with Real Property Negotiator Nancy Hughes Pursuant to Government Code Section 54956.8

Location: Assessor Parcel No. 924-360-002

Negotiating Parties: Temecula Public Cemetery District and Rancho California Water District

[Under Negotiation: Price and terms of payment.](#)

C. Closed Session Announcements **No reportable action.**

5. CONSENT CALENDAR

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. **Motion was made by Trustee Miller to accept the Consent Calendar as presented, seconded by Trustee Dugan and passed 5/0**

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of April 23, 2014.

B. Approval of Check Registers

Recommendation: That the Board approves April 2014 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

Recommendation: That the Board receive and file the April 2014 Bookkeeper Report.

6. ACTION ITEMS

A. Reno Construction and Don Hanson Construction

Recommendation: That the Board of Trustees after review of the proposal reach an agreement as to who will be the project manager.

Motion was made by Trustee Vanderhaak to accept the proposal of Don Turcotte for Construction Manager of the 52 acres CUP 1st phase construction, seconded by Trustee Qualm and passed 5/0

B. Hogan Grave locations

Recommendation: That the Chair submits a second letter via certified mail.

Motion was made by Trustee Dugan to forward the letter via certified return request to Felicia Hogan at her place of employment Rancon Real Estate, seconded by Trustee Miller passed 5/0

C. Law Offices of Hugh Bavaro for Lupe Echavarri

Recommendation: That the board discuss and forward onto our legal counsel.

Motion was made by Trustee Dugan to forward Attorney Hugh Bavaros letter of request to our Legal Counsel for response, Seconded by Trustee Vanderhaak, passed 5/0

7. GENERAL MANAGER'S REPORTS

A. Financial Report

- i. April 2014 Balance Sheet
- ii. April 2014 Profit and Loss
- iii. 2014-2015 Proposed Budget (2nd Draft)
- iv. April 2014 Wells Fargo Investments

Motion was made by Trustee Dugan to receive and file the April financials, seconded by Trustee Miller, passed 5/0

B. April 2014 Revenues

C. April 2014 Plot Inventory

D. April 2014 Calendar

E. Memorial Day Service May 26 @ 10:00 a.m.

F. Stephen Struikmans re-appointment request letter mailed 05/05/2014

G. Legislation Days May 19-21, 2014

H. Lake Elsinore Storm Game

I. CSDA Conference September 29-October 2nd Palm Springs

Discussed the CSDA Conference all trustees will be in attendance.

8. GENERAL COUNSEL REPORTS Trustee Struikmans left the meeting at 10:27 a.m returned at 10:37 a.m.

A. Returned check \$675.00

Motion was made by Trustee Miller to send a second letter of demand via certified return receipt with a home return address, seconded by Trustee Dugan, passed 5/0

9. SUBCOMMITTEE REPORTS

A. Rancho Highlands Community Association (Struikmans/ Vanderhaak)

B. New Cemetery Property (Dugan/ Qualm)

C. Five Year Landscape Plan (Beaudet/Vanderhaak)

D. Cenotaph (Miller)

E. Investment (Beaudet/Dugan)

F. Conference Liason (Miller)

G. Policies (Struikmans, Dugan)

10. FUTURE TRUSTEE AGENDA ITEMS

June annual planning meeting: June 28th 10:00 a.m.

July 17

August 21

Sept TBD/ Local area meeting

Oct TBD/ CAPC

November 20

December TBD/ Dark

11. BOARD COMMENTS

Trustee Dugan recommended scheduling a meeting with Don Turcotte, Trustee Qualm and Cindi Beaudet.

12. ANNOUNCEMENTS

A. Next Regular Board Meeting – June 26, 2014

13. ADJOURNMENT

Motion was made by Trustee Miller to adjourn the regular meeting of the Board at 10:39 a.m. seconded by Trustee Dugan, passed 5/0