**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C street**

**Temecula, Ca 92592**

**August 20, 2020 @ 8:00 a.m.**

**Teleconferenced**

**Government Code #54953(b)**

**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:**

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)~~

B. **Closed Session Announcement: Did not go into closed session**

1. **Consent Calendar: A motion was made by Trustee Dugan to accept the consent calendar after the explanation of the Workman’s Comp and Liability payment and money sent to the County. Seconded by Trustee Reese 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 July 23, 2020

1. **Approval of Check Registers**

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

1. **Approval of Bookkeeper Report**

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

1. **Action Items**
2. **Fiscal Year 2020-2021 Approved Budget**

A motion was made by Trustee Qualm to forward the Fiscal Year 2020-2021 budget to the Riverside County Auditor Controllers Office, seconded by Trustee Davis and passed with a 5/0 vote.

*Recommendation:* The fiscal year 2020-2021 budget has been reviewed and approved by the Board of Trustees at the July 23, 2020 regular board meeting. The Chair needs to sign the docs then have the manager submit the budget to the Riverside County Auditor Controllers office for them to input it into their system.

1. **AP-2 AND ADM-3 Forms to be complete by Trustees**

*Recommendation:* That the Trustees sign the documents to receive warrants when necessary. Documents are generated from the auditor controller’s office for the Fiscal year 2020-2021.

1. **Emergency Order updates**

**A motion was made by Trustee Qualm to ratify the orders of August 20, 2020, seconded by Trustee Davis and passed with a 5/0 vote.**

*Recommendation:* That the Trustees reads and acknowledges the changes to the August 20, 2020 emergency orders for the Cemetery District. If it is agreed upon then a motion to ratify the orders is necessary.

1. **General Managers performance Discussed**

*Recommendation:* That the Trustees submit to the Chair and Vice chair their written performance and goals for the General Mangers review.

1. **Financial Reports:**

**A motion was made by Trustee Reese to receive and file the July 2020 financials, seconded by Trustee Davis and passed with a 5/0 vote.**

A. July 2020 Balance Sheet

B. July2020 Profit and Loss

C. July 2020 Stifel Investments; principle and interest

D. Reinvestment of Endowment funds -07/30/2020

1. **General Managers Reports:**

**A motion was made by Trustee Davis to receive the Managers report, the Trustees have asked the Manager to come back with new hire benefit packages. The motion was seconded by Trustee Reese and passed with a 5/0 vote.**

1. July 2020 Revenues

B. July 2020 Plot Inventories

C. July 2020 Depletion

D. July 2020 Calendar

E. LAFCO Alternate nominees to resubmit

F. COVID-19 Safety Policy

G. Health and Safety Code #9030(c)

H. Certification obtained from the General Manager for COVID-19

I. Medical benefits for employees provided by the District.

Public employees are vested in their benefits after they cleared their probation period with the district. The district cannot take away what they were hired with. The district can however

Bring on new hires with a different benefit pkg,

Claim financial hardship with CalPers.

**9. General Counsel Reports**

**10. Fiscal Year 2020-2021 Subcommittees:**

1. 52-acre Cemetery Property (**Vanderhaak-Davis)**

**Manager reported on Southern Edison removing 182 eucalyptus trees along Camino Del Vino free of charge to the District**

1. Landscape Plan (**Dugan-Qualm**)
2. Cenotaph/ Ossuary (**Vanderhaak-Reese**)

**Manager reported on the brochure being designed for the cemetery**

1. Investment (**Reese-Davis**)
2. Conférence Liaison (**Davis-Dugan**)

**Trustee Davis to send Brown Act report to the manager for the minute book.**

F. Polices (**Qualm-Davis**)

G. General Price List (**Qualm-Reese**)

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

General Contractors

Dry Utilities

RCWD

Transportation

Stewart Title

New hire employee benefits

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

1. Trustee Vanderhaak- Report on Brown Act Webinar 08/04/2020

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

Summer Rey Davis made her grand appearance on July 15, 2020 weighing in at 7.8 oz. Family and baby are doing well.

CAPC Questionnaire for upcoming conference in March- 2 trustees are possibly interested in attending, one trustee asked if there would be a hybrid class.

**14**. **Adjournment Time: 9:10 AM**

**1st Motion: Trustee Dugan**

**2nd Motion: Trustee Qualm**

**All in Favor: 5**

**5 ayes**

**0 Nos**

Next Regular Board Meeting – September 17, 2020