

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

**41911 C STREET  
TEMECULA, CALIFORNIA**

November 20, 2014

8:00 a.m.

MINUTES

**1. CALL TO ORDER 8:01 a.m.**

**2. PLEDGE OF ALLEGIANCE Trustee Dugan**

**3. ROLL CALL**

A. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller, Trustee Vanderhaak, Trustee Qualm, General Manager, Cindi Beaudet General Manager,  
Not Present Steve Q, Legal Counsel

B. Motions To Excuse: None

C. Visitors: Nancy Hughes

D. PUBLIC COMMENTS: 8:01-8:02 a.m.

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 Board of Trustees; no item (s) will be acted on.

**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. Managers' year-end bonus and 10 year recognition. **Motion was made by Trustee Vanderhaak to move to end of meeting, seconded by Trustee Dugan and passed 5/0**
- D. Closed Session Announcements: **BOT recognized general managers 10 year employment with a spa day, date will be at her discretion, not to exceed \$250.00.**

**5. CONSENT CALENDAR** **Motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Qualm 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.

A. Approval of Minutes

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of October 16, 2014.

B. Approval of Check Registers

*Recommendation:* That the Board approve the October 2014 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

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

## 6. ACTION ITEMS

### A. Managers year end bonus and 10 year recognition

*Recommendation:* That the Board of Trustees present the manager with their decision.  
*Bonus was given per budget allowance; spa day was presented not to exceed \$250.00*

### B. Exclusive Listing Agent

*Recommendation:* That Nancy Hughes and the BOT reviews the Exclusive Listing Agreement. **NO ACTION**

### C. Christensen Surveying

*Recommendation:* That the Board of Trustees approves the surveyor based on his proposal. Manager tried to secure other proposals. **Motion was made By Trustee Dugan to contract with Christensen Surveying, seconded by Trustee Vanderhaak and passed 5/0**

### D. Governance Academy

*Recommendation:* That the BOT decide if the District will pay for Trustees recognitions.  
**Table for further information.**

### E. Transfer of endowment principle and interest to Wells Fargo

*Recommendation:* That the board review the funds in the county and make a motion for a transfer. **Motion was made by Trustee Qualm to transfer endowment funds from Riverside Auditor Controller to Wells Fargo Investment fund in the amount of \$125,864.34, seconded by Trustee Dugan and passed 5/0**

## 7. GENERAL MANAGER'S REPORTS **Motion was made by Trustee Dugan to receive and file the November financials, seconded by Trustee Miller and passed 5/0**

### A. Financial Report

- i. October 2014 Balance Sheet
- ii. October 2014 Profit and Loss
- iii. October 2014 Wells Fargo Investments

- B. October 2014 Revenues
- C. October 2014 Plot Inventory
- D. October 2014 Calendar
- E. Grounds report
- F. CAPC critique
- G. Bookkeepers engagement letter
- Motion was made by Trustee Miller to accept the 2015 engagement letter, seconded by Trustee Qualm and passed 5/0
- H. Policy Manual
- I. Riverside County Fire Department
- J. Small claims court 11/25/2014
- K. Chamber appreciation December 10, 2014 @ Journey

## **8. GENERAL COUNSEL REPORTS**

- A. Returned Check \$675.00
- B. Returned Check \$1,280.00

## **9. SUBCOMMITTEE REPORTS**

- A. Rancho Highlands Community Association (Struikmans/ Vanderhaak)
- B. New Cemetery Property (Dugan/ Qualm)
- C. Five Year Landscape Plan (Vanderhaak/ Beaudet)
- D. Cenotaph (Miller)
- E. Investment (Qualm/Dugan)
- F. Conference Liason (Miller)
- G. Policies (Struikmans/ Dugan)
- H. General Price List (Vanderhaak/ Beaudet)

## **10. FUTURE TRUSTEE AGENDA ITEMS**

January 2015 Election of Officers  
Rotation of Committees  
Cal- Pers Medical Resolution

## **11. BOARD COMMENTS**

## **12. ANNOUNCEMENTS**

LAFCO-ANNEXATION  
PROPERTY TAX EXCHANGE

A. Next Regular Board Meeting – January 15, 2015

## **13. ADJOURNMENT**

Motion was made by Trustee Dugan to adjourn the regular meeting of the board at 9:45 a.m., seconded by Miller and passed 5/0