In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72 hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

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

**July 20, 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:**

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

Trustee Kelleher, General Manager, Beaudet, Administration, Santos

1. **MOTIONS TO EXCUSE:** **A motion was made by Trustee Qualm and seconded by Trustee Kelleher to excuse Cherry Santos from the board meeting, and excuse Trustee Dugan from an early departure of 9:30am. The motion was passed with a 5/0 vote.**
2. **VISITORS:** None
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: A motion was made by Trustee Vanderhaak and seconded by Trustee Dugan to accept the consent calendar as presented. The motion 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 June 15, 2023

1. **APPROVAL OF CHECK REGISTERS**

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

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

June 2023 Bookkeeper Report

1. **ACTION ITEMS:**

**A. SECOND DRAFT BUDGET FOR FISCAL YEAR 2023-2024: A motion was made by Trustee Kelleher to accept the 2nd draft budget with the change of Board Stipend to Board of Trustees, seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

*Recommendation:* That the Trustees review the second draft budget

**B. CAPC ANNUAL EDUCATION SEMINAR-OCTOBER 6, 2023: There will be no attendance from the Temecula Cemetery.**

*Recommendation:* Let the manager know who will be in attendance so she can make reservations.

**C. RESOLUTION 2023- PAYMENT FOR DISINTERMENT: Signed and forwarded to the Legal Counsel for his signature.**

*Recommendation:* October of 2005 a motion was made and passed. The board never had a resolution drawn up. Trustees need to sign this resolution drawn up by our legal counsel.

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

A. June 2023 Balance Sheet

B. June 2023 Profit and Loss

C. June 2023 Stifel Investments; principal and interest

**10 . GENERAL MANAGERS REPORTS: A motion was made by Trustee Dugan and seconded by Trustee Qualm to accept the managers’ report. The motion passed with a 5/0 vote.**

1. June 2023 Revenues
2. June 2023 Inventory
3. June Burial Calendar
4. ADM Form to be signed.

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

1. 52-acre Cemetery Property (**Qualm, Dugan) Discussed the proposed septic holding tank for the 52 acres.**
2. Landscape Plan (**Vanderhaak, Davis**)
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conference Liaison (**Kelleher, Vanderhaak**) **Trustee Davis will be the conference liaison along with Trustee Vanderhaak in the absence of Trustee Kelleher.**
5. Polices (**Dugan, Kelleher**) **Trustee Dugan said they need to come in and review the polies.**
6. General Price List (**Davis-Vanderhaak**)**Trustee Davis shared the new general price list with price adjustments that went into effect July 01, 2023.**
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.

**13.** **GENERAL COUNSEL REPORTS: Nothing to Report**

**14**. **ADJOURNMENT: 9:22 am.**

**1st Motion: Trustee Dugan**

**2nd Motion: Trustee Vanderhaak**

**All in Favor: 5/0**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, August 17, 2023, at 8:00 a.m.