**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

**Temecula, California 92592**

**January 18, 2018**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:03, A.M.**
2. **Pledge of Allegiance: Led by Trustee Dugan**
3. **Roll Call**

Chair Vanderhaak, Vice Chair Qualm, Trustee Davis,

**(Trustee Reese, late, arrived at 8:07, a.m.)** Trustee Dugan General Manager, Cindi Beaudet

**STAFF:**

Foreman, **(Joe Sands, partial attendance due to burials)** Administration, Michelle Hesselgesser

**Motions To Excuse: None**

**Visitors:** **None**

**Public Comments: 8:04-8:07, no one from the public present**

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. Each individual 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**

**A.\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**(Government Code Section 54956.8)**

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

**B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

**B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

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/23/2017

**D. Closed Session Announcements: Nothing to Report**

1. **Consent Calendar: Motion was made by Trustee Reese to accept the consent calendar as presented, seconded by Trustee Davis 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.

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of November 16, 2017.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the November and December 2017 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the December 2017 and January 2018 Bookkeeper Report.

1. **Action Items:**

**A. Form 700: Received, Trustee Dugan Qualm and Vanderhaak, G.M. Beaudet.**

*Recommendation:* That the Trustees complete their 700 forms and return them to the manager on or before the February Board meeting date.

**B**. **SDRMA BYLAWS REVISION: Motion was made by Trustee Davis to approve the bylaws revisions, seconded by Trustee Reese and passed 5/0.**

*Recommendation:* That the Trustees review the revised bylaws and motion to approve.

**C**. **SDRMA RESOLUTION FOR VOLUNTEER COVERAGE: Motion was made by Trustee Davis to approve Resolution number 2018-2 workman’s comp coverage, seconded by Trustee Reese and passed 5/0.**

*Recommendation:* That the Trustees make a motion to approve the governing body to be covered with Workman’s Comp.

**D**. **Linda Glau Accounting and tax services 2018 contract: Motion was made by Trustee Dugan to accept the bookkeepers contract for 2018, seconded by Trustee Qualm and passed 5/0.**

*Recommendation:* That the Trustees make a motion for Linda Glau to represent the district for the 2018 fiscal year.

**E**. **Temecula Valley Chamber Ballots: Motion was made by Trustee Qualm to nominate Craig Davis for 2017 citizen of the year, seconded by Trustee Reese and passed 5/0.**

**Motion was made by Trustee Davis to nominate Ashlee Collins as young Professional of the year, seconded by Trustee Dugan and passed 5/0.**

*Recommendation:* That the Trustees review the personal statements provided by the candidates of the chamber and vote for one (1) candidate on each ballot.

**E**. **Complaint letter: After discussion with the BOT, it was decided Chair Vanderhaak would respond in writing to the complaint and at that time would include the cemetery rules along with Health and Safety Code.**

*Recommendation:* That the Trustees review the letter from Jennifer Kenitzer and respond to the constituent.

1. **Financial Report: Motion was made by Trustee Reese to receive and file the November and December financials, seconded by Trustee Davis and passed 5/0.**

A. November 2017, December 2017 Balance Sheet

B. November 2017, December 2017 Profit and Loss

C. November 2017, December 2017 Wells Fargo Investments; principle and interest

1. **General Managers Reports: Received**
2. November and December 2017 Revenues

B. November and December 2017 Plot Inventories

C. November and December Depletion

D. November and December Calendar

E. Meyers and Nave Competitive bidding conference, January 24, 2018

F. Michelle scheduled for Notary class January 23, 2018

1. **Foreman Reports: Received**
2. SDRMA/ Tailgate meetings
3. Qualified Applicators Certificate Exam
4. Upright monuments

**10. General Counsel Reports**

**None**

**11. Fiscal Year 2017-2018 Subcommittee’s: Nothing to report**

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

C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)

D. Investment (Qualm, Vanderhaak, Beaudet)

E. Conference Liaison (Qualm, Vanderhaak, Beaudet)

F. Policies (Dugan, Reese, Beaudet)

G. General Price List (Vanderhaak, Davis, Beaudet)

**12.** **Future Trustee Agenda Items:**

Solar

**13**. **Board Comment:**

* Climate Control- Trustee Dugan to provide questions for the CAPC conference breakout session

**14**. **Announcements:**

* CAPC Annual Conference February 22, 2018
* Trustee Dugan asked about the golf tournament, he and Trustee Qualm were interested in playing, GM to get prices for them to help them make their decision.
* Enterprise Car Rental Contract- Trustee Reese to provide information

1. Next Regular Board Meeting – February 15, 2018

15. **Adjournment: With no further business a motion was made by Trustee Qualm to adjourn the regular Board meeting at 9:29a.m., seconded by Trustee Dugan and passed 5/0.**