

HAPPY NEW YEAR!

AGENDA- Estimated Time: 2 Hrs.
January 18, 2024 @ 8:00 a.m.

MINUTES

TEMECULA PUBLIC CEMETERY DISTRICT

41911 C St, Temecula, Ca 92592
951-699-1630

1. **CALL TO ORDER:** Trustee Davis @ **8:00AM**

2. **FLAG SALUTE :** **Trustee Davis**

3. **ROLL CALL:**

Chair Davis, Vice Chair Dugan, Trustee Qualm, Trustee Vanderhaak,
Trustee Kelleher, General Manager, Beaudet, Administration, Santos

4. **MOTIONS TO EXCUSE:** None

5. **VISITORS:** Angelica Gonzalez, ~~Hector Perez~~ Jackie Gonzalez

6. 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.

7. CLOSED SESSION ITEMS: Entered into closed session at 8:19 a.m. Attorney Steve Quintanilla

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

**Closed Session ended at 8:30a.m.
With no Reportable Action**

8. CONSENT CALENDAR: A motion was made by Trustee Dugan to accept the consent calendar as presented, the motion was seconded by Trustee Vanderhaak and 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.

A. **APPROVAL OF MINUTES**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of November 16, 2023

B. **APPROVAL OF CHECK REGISTERS**

Recommendation: That the Board approves the November-December 2023 Check Register Nos. 101100, 101200 and 101300.

C. **APPROVAL OF BOOKKEEPER REPORT**

Recommendation: That the Board receives and files the October 2023 Bookkeeper Report

9. **ACTION ITEMS:**

- A. **Linda S Glau District CPA: A motion was made by Trustee Kelleher to accept the bookkeepers 2023-2024 F.Y. contract, the motion was seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

Recommendation: That the Trustees make a motion to accept Linda Glau's 2023-2024 formal contract.

- B. **Kubota Backhoe Loader: A motion was made by Trustee Dugan to accept the purchase order of a new Kubota tractor, the motion was seconded by Trustee Qualm and passed with a 5/0 vote.**

Recommendation: The purchase of a new backhoe was not budgeted; the existing backhoe has had many issues and at times would not start. We've replaced every part our mechanic suggested yet this past year we have had to rent backhoes to open and close scheduled graves. The backhoe is expected to be delivered by June.

C. General Managers 2023-2024 Contract: A motion was made by Trustee Qualm to announce the managers F.Y 2023-2024 merit increase of 6% in the public meeting. The motion was seconded by Trustee Kelleher and passed with a 5/0 vote.

Recommendation: The manager received a performance review in November. A merit increase was given, and a new contract for Fiscal Year 2023-2024 was submitted by the districts legal counsel. Motion to approve.

10. FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the December 2023 financials. The motion was seconded by Trustee Kelleher and passed with a 5/0 vote.

- A. December 2023 Balance Sheet
- B. December 2023 Profit and Loss- Budget not entered.
- C. December 2023 Stifel Investments; principal and interest

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

- A. December 2023 Revenues
- B. December 2023 Inventory
- C. December Burial Calendar
- D. Outside office and wrought iron renovation completed
- E. 700 Forms to be completed.- **Received- Trustee Kelleher, Trustee Dugan**

12. FISCAL YEAR 2023-2024 SUBCOMMITTEES-

- A. 52-acre Cemetery Property (**Qualm, Dugan**) **Email between RJM and Temecula Cemetery read**
- B. Landscape Plan (**Vanderhaak, Davis**)
- C. Cenotaph/ Ossuary (**Dugan, Qualm**)
- D. Conférence Liaison (**Kelleher, Vanderhaak**)
- E. Polices (**Dugan, Kelleher**)
- F. General Price List (**Davis-Vanderhaak**)
- G. Investments (**Qualm-Dugan**)

13. 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.

14. ADJOURNMENT: 9:41 a.m.

1st Motion: Trustee Kelleher

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, February 15, 2024, at 8:00 a.m.