

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

**41911 C STREET
TEMECULA, CALIFORNIA**

November 21, 2013

8:00 a.m.

MINUTES

1. CALL TO ORDER: 8:00 A.M.

2. PLEDGE OF ALLEGIANCE: Led by Trustee Dugan

3. ROLL CALL

A. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Vanderhaak, General Manager, Cindi Beudet, absent Trustee Miller

B. Motions To Excuse

C. **PUBLIC COMMENTS: Opened at:8:01, motion was made by Trustee Vanderhaak to close the Public Comments session at 8:02 a.m, seconded by Trustee Dugan and passed 3/0**

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 BOT, 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. Closed Session Announcements: **No Action**

5. CONSENT CALENDAR Trustee Vanderhaak moved to approve the consent calendar, seconded by Trustee Dugan and passed 3/0

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 24, 2013. The Special Meeting November 13, 2013

B. Approval of Check Registers

Recommendation: That the Board approve October 2013 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

Recommendation: That the Board receive and file the October 2013 Bookkeeper Report.

6. ACTION ITEMS

A. Trustees to be Employees

Recommendation: Trustee Miller to provide manager with completed W-4 and I-9. Completed and in place by January 01, 2014. Those that do not comply are not legally entitled to receive stipends.

B. Policies

Recommendation: That the BOT review and vote by resolution of the Compensation, Expense and Reimbursement Policy and Reserve Policy
Motion was made by Trustee Vanderhaak to accept policies with changes, seconded by Trustee Dugan and passed 3/0

7. GENERAL MANAGER'S REPORTS *Motion was made by Trustee Dugan to receive and file the October financials, seconded by Trustee Vanderhaak and passed 3/0*

A. Financial Report

- i. October 2013 Balance Sheet
- ii. October 2013 Profit and Loss
- iii. October 2013 Wells Fargo Investments

B. October 2013 Revenues

C. October 2013 Plot Inventory

D. Closed Bid 10-10-2013

E. Year-end Company Dinner December 14, 2013

F. Transfer of endowment funds to Wells Fargo

Motion was made by Trustee Vanderhaak to transfer funds in the amount of \$100,903.05 from the endowment fund at the county to Wells Fargo Investments, seconded by Trustee Dugan and passed 3/0

G. Transfer of General fund into protected ACO fund

Motion was made by Trustee Vanderhaak to transfer funds in the amount of \$500,000.00 from the general fund at the county to the ACO fund at the county, seconded by Trustee Dugan and passed 3/0

H. Trustee Candidates

Trustee Dugan presented up candidate Linda Hansen, motion died from lack of support, Trustee Stuikmans presented candidate Dale Qualm, seconded by Trustee Vanderhaak and passed 2/1

I. Managers year-end bonus, approved

8. GENERAL COUNSEL REPORTS

A. Sexual Harassment Awareness Training Requirement December 10, 2013
10:00 a.m- Noon Location to TBD

9. SUBCOMMITTEE REPORTS

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

10. FUTURE AGENDA ITEMS

A. Election of Officers first meeting in January
B. Review of RBF

11. BOARD COMMENTS

Special meeting has been called by the Chair for December 6, 2013 @ 9:00 a.m.

12. ANNOUNCEMENTS

A. Next Regular Board Meeting – December 19, 2013 Motion was made by Trustee Vanderhaak to go dark for the December 19, 2013 meeting and to adjourn to January 16, 2014 meeting, seconded by Trustee Dugan and passed 3/0

13. ADJOURNMENT: Motion was made by Trustee Dugan to adjourn the regular meeting at 10:31a.m., seconded by Trustee Vanderhaak and passed 3/0