**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

 **REGULAR BOARD MEETING**

**41911 C St, Temecula, Ca 92592**

**November 18, 2021 @ 8:00 a.m.**

**MINUTES**

1. **CALL TO ORDER:** **@8:00 a.m. by Trustee Qualm-**
2. **INVOCATION / FLAG SALUTE:** Trustee Qualm
3. **ROLL CALL**

Chair Qualm, Trustee Vanderhaak, Trustee Dugan, Trustee Davis, General Manager, Beaudet

**URGENCY ITEMS TO ADD TO AGENDA**

**Motion was made by Trustee Dugan to add two Urgency items that came after the agenda was posted, seconded by Trustee Davis and passed with a 4/0 vote.**

**MOTIONS TO EXCUSE:**

**VISITORS:Trustee Applicants,**

Debbie Dool, Michael Gregory, Patricia Kelleher,

~~Judith Zulfigar~~

* **URGENCY ITEM #1- Security cameras**

**A motion was made to go ahead and have new wireless cameteras installed. Motion by Trustee Davis, seconded by Trusee Vanderhaak and passed with a 4/0 vote**

* **URGENCY ITEM #2- AGAPE CONSTRUCTION**
* **A MOTION WAS MADE TO RETAIN AGAPE CONSTRUCTION FOR THE DEVELOPMENT OF THE 52 ACRE ENTRY ROAD. MOTION BY TRUSTEE DAVIS, SECONDED BY TRUSTEE VANDERHAAK AND PASSED WITH A 4/0 VOTE.**
1. **PUBLIC COMMENTS: NONE**

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. 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.

**5.CONSENT CALENDAR: Trustee Vanderhaak made the motion to accept the consent calendar as presented, seconded by Trustee Dugan and passed with a 4/0 vote.**

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 October 21,2021

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the October-2021 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

November 2021 Bookkeeper Reports.

1. **ACTION ITEMS:**
2. **APPLICATIONS FOR TRUSTEE CANIDATES**

*Recommendation:* The Trustees have had the opportunity to meet and speak briefly with 4 Trustee candidates.

The Trustees should make their decision today so that the General Manager can forward their recommendation to the BOS.

The BOS must receive the applicant chosen no later than 11/26/2021 to be placed on the 12/07/2021 meeting agenda.

* + - 1. **Debbie Dool- Nays- 4/4**
			2. **Michael Gregory- Nays- 4/4**
			3. **Patricia Kelleher- Yays 3/4- 1 Nay**
			4. **Judith Zulfigar- Not Present**

**Motion was made to bring Patricia Kelleher on to fulfill the term of Trustee Reese.**

**Motion presented by Trustee Dugan and seconded by Trustee Qualm and passed with a 3/4 vote.**

1. **BOOKKEEPER ENGAGEMENT LETTER, F.Y. ENDING 06/30/2022**

*Recommendation:* Review the Bookkeepers letter of engagement for F.Y 2021-2022. She is requesting a 4 ½ % increase. I believe she has done a good job for the Cemetery and has met all our needs. While being subjected to work remotely with the District during COVID she has been able to work in a timely matter with our auditor and General Manager. I would suggest that the Trustees consider her for another year.

**A motion was made by Trustee Dugan to extend the bookkeepers engagement letter, seconded by Trustee Vanderhaak and passed with a 4/0 vote.**

1. **LATITUTUDE 24 PROJECT SPECIALIST- TABLED**

*Recommendation:* I recommend that the BOT review this proposal and consider using them to get the 52 acres designed and underway for development. This will not only help at the early stages of development but give the Trustees insight to the projected forecast of the cemetery’s needs based on demographics and inventory.

1. **FINANCIAL REPORTS: Motion was made by Trustee Dugan to receive and file the October Financials, seconded by Trustee Davis and passed with 4/0 vote**

A. October 2021 Balance Sheet

B. October 2021 Profit and Loss

C. October 2021 Stifel Investments; principal and interest

**8. GENERAL MANAGERS REPORTS:**

1. October 2021 Revenues

B. October 2021 Plot Inventories

C. October 2021 Depletion

D. October Calendar

E. Valley News article for Trustee position

F. L-24 Consultants

Phone conference with several consultants on 11/08/2021. Stepping outside the circle looking for Contractors to develop the entry road.

G. Our Project Manager has been a no show since the beginning of September, I must assume he abandoned his position with the Cemetery District.

1. **GENERAL COUNSEL REPORTS: Gustavo Lamanna**

**None**

**10. FISCAL YEAR 2021-2022 SUBCOMMITTEES:**

1. 52-acre Cemetery Property (**Qualm)**
2. Landscape Plan (**Kelleher**)
3. Cenotaph/ Ossuary (**Vanderhaak**)
4. Conférence Liaison (**Dugan**)

E. Polices (**Qualm**)

F. General Price List (**Vanderhaak**)

G. Investments (**Davis**)

  **11.** **FUTURE TRUSTEE AGENDA ITEMS:**

Stewart Title- Pending

PSOMAS- Pending pre-construction meeting

**12.CLOSED SESSION ITEMS: Motion was made to go into closed session at 9:57 am**

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant Exposure to Litigation

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

**Motion was made to conclude closed session at 9:59 am.**

1. **Closed Session Announcement: Nothing to Report**

**13**. **BOARD COMMENT:**

**14**. **ANNOUNCEMENTS:**

**Company Christmas Dinner, December 11, 2021**

**15**. **ADJOURNMENT: 10:05 am**

**1st Motion: Trustee Vanderhaak**

**2nd Motion: Trustee Davis**

**All in Favor: 3/4**

**Motion was made by Trustee Dugan to go dark in December, seconded by Trustee Vanderhaak and passed with a 4/0 vote.**

Next Regular Board Meeting – January 20, 2022