**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

**Temecula, California**

**July 18, 2013**

**8:00 a.m.**

**MINUTES**

1. **CALL TO ORDER: 8:00 a.m.**
2. **PLEDGE OF ALLEGIANCE: By Trustee Manley**
3. **ROLL CALL**
   1. Chair Stephen Struikmans; Vice Chair Mike Dugan, Treasurer Larry Manley; Trustee Henry Miller; and Trustee Rosie Vanderhaak, General Manager, Cindi Beaudet **ALL PRESENT**
   2. Motions To Excuse: **NONE**
4. **Introduction of VisiTORS/Guests - none**
5. **PUBLIC COMMENTS opened at 8:01 a.m. motion by Trustee Dugan to close public comments at 8:02 a.m. seconded by Trustee Vanderhaak and passed 5-0**

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.

1. **CLOSED SESSION ITEMS Opened at 8:03 a.m.**
   1. 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.

* 1. 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.

**Nancy Hughes presented the offer by Rancho California Water District to the BOT. Motion was made by Trustee Vanderhaak to accept the acquisition appraised value with the stipulation/ conditions as previously sent. Seconded by Trustee Miller and passed 5-0**

* 1. Conference With Legal Counsel Jeffery Morris Regarding Existing Litigation Pursuant to Government Code Section 54956.9 (a)

Steve Gonzales vs. Temecula Public Cemetery District, et al.Case Number: RIC1214831

**General Manager read to the BOT a letter sent from Special Counsel Jeffery Morris regarding the deposition of Steve Gonzalez.**

1. **CLOSED SESSION ANNOUNCEMENTS: Closed at 8:40 a.m.**
2. **CONSENT CALENDAR: Trustee Miller moved to approve the consent calendar, seconded by Trustee Vanderhaak 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 June 20, 2013. And the Minutes of the Annual Meeting July 03, 2013

* 1. Approval of Check Registers

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

* 1. April 2013 Bookkeeper Report

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

1. **ACTION ITEMS**
   1. Compensation Policy

*Recommendation:* That the trustees review the draft presented by General Counsel and come to a decision regarding how much compensation ( stipend) they want to allocate. **Motion made by Trustee Vanderhaak to accept the Compensation policy, seconded by Miller and passed 4-0**

* 1. Conflict of Interest Code

*Recommendation:* That the trustees review the draft presented by General Counsel and listen to the policy sub-committee comments, then if agreed create a Resolution. **Motion was made by Vanderhaak to accept the Conflict Of Interest Code Policy, seconded by Trustee Miller and passed 4-0**

* 1. Records and Retention Policy

*Recommendation:* That the trustees review the draft presented by General Counsel and listen to the policy sub-committee comments, then if agreed create a Resolution. **Motion was made by Trustee Vanderhaak to accept the Records and Retention Policy, seconded by Trustee Manley and passed 5-0**

* 1. Rosenberg’s Rules of Order

*Recommendation:* That the trustees review the draft presented by General Counsel and listen to the policy sub-committee comments, then if agreed create a Resolution. **Motion was made by Trustee Manley to accept the Rosenberg’s Rules of Order Policy, seconded by Trustee Vanderhaak and passed 5-0**

1. **GENERAL MANAGER’S REPORTS: Motion was made by Trustee Dugan to receive and file the June 2013 financials, seconded by Trustee Miller and passed 5-0**

**Trustee Manley will get in touch with Sandra Wheeler to report back to the BOT regarding the unrealized gain with the Wells Fargo Investments. Trustee Manley will look at Future Cemetery Property account # 191000 and decide how to record the financial transaction on the General Ledger when a portion of the 52 acres sells.**

* 1. Financial Report
     1. June 2013 Balance Sheet
     2. June 2013 Profit and Loss
     3. June 2013 Wells Fargo Investments
  2. June 2013 Revenues
  3. June 2013 Internment Plot Inventory
  4. June Revenues
  5. June Inventory
  6. June Calendar
  7. Landscape Architect, David Neault Associates

**Nothing to report**

* 1. Preston Van Buren Swanguen, Correspondence

**Trustee Stuikmans will respond in writing to Mayor Mike Naggar regarding Memorial Day Services at the TPCD recognizing deceased Military of the Armed Forces**

* 1. CAPC Conference, Saturday October 3-5, 2013 located in Irvine, Ca.

**All Trustees and General Manager will be in attendance.**

1. **GENERAL COUNSEL REPORTS**
   1. **None**
2. **SUBCOMMITTEE REPORTS**
   1. Rancho Highlands Community Association (Dugan/ Vanderhaak)

**Trustee Vanderhaak reported to the BOT that there has been no correspondence since the May 2013 meeting from the Rancho Highlands Attorney. Trustee Manley suggested calling the Attorney and seeing where they are in the process. Trustee Struikmans will have General Manager contact their Attorney via phone call and will discuss with him what are the next steps in this process.**

* 1. New Cemetery Property (Manley/Dugan)

**Trustee Dugan discussed with the BOT that we are still waiting for the bid process. General Manager said she had spoken with John Tanner of RBF about extending the CUP.**

* 1. Five Year Landscape Plan (Vanderhaak)

**No reportable Action.**

1. **FUTURE AGENDA ITEMS**

**August 2013 agenda, Election of Officers changed from June to January, per Government Code.**

**Leasing a portion of the 52 acres for a Pet Cemetery.**

1. **BOARD COMMENTS : None**
2. **ANNOUNCEMENTS** 
   1. Next Regular Board Meeting – August 15, 2013 at 8:00 a.m.
   2. Company Barbeque August 24, 2013 location tba
   3. CSDA Conference September 2013 in Monterey.
3. **ADJOURNMENT: Motion was made by Trustee Miller to close the regular meeting of the BOT at 9:46 a.m. seconded by Trustee Dugan and passed 5-0**

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 48-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)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 7:00 a.m. – 3:30 p.m., Monday through Friday. Agenda items are also available online at temeulapubliccemeterydistrict.org