**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**November 15, 2018**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 a.m.**
2. **Pledge of Allegiance: Led by Trustee Davis**
3. **Roll Call**

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet Legal Counsel, Steve Quintanilla

**Motions To Excuse: None**

**Visitors:** **None**

**Public Comments: Closed at 8:04 a.m. with no one 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:**
2. **Conference with Legal Counsel**

Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

1. **Public Employee Performance Evaluation**

Public Employee Performance Evaluation -- Title: District Manager (Pursuant to Section 54957 of the Government Code)

1. **Conference with Labor Negotiator**

 Pursuant to Government Code Section 54957.6

 District’s Designated Representative: Steven B. Quintanilla, General Counsel

 Unrepresented Employee: District Manager

D. **Closed Session Announcement: Chair Vanderhaak announced there was no reportable action taken in closed session.**

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 October 18, 2018.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the October 2018 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the October 2018 Bookkeeper Report.

**Chair Vanderhaak stated that the agenda needed to be revised to include an urgency item since there will be no December Board meeting and the tax year will expire prior to the next regular schedule Board meeting and the Board must act on any proposed revisions to the General Manager’s taxable compensation prior to the close of the 2018 tax year.**

**The Board voted 5-0 to add an urgency item that will replace item 6 A with “General Manager Employment Agreement Regarding Proposed Adjustment to Annual Compensation, the District’s contribution to General Manager’s 457(b) retirement plan and Retroactive Incentive Pay, commencing July 1, 2018,” since the Board of Trustees regularly scheduled Board Meeting has been canceled and the Board must take action on this item prior to the closed of the 2018 Tax Year.**

**Action Items** *:* **After discussion of the General Manager’s performance review, the Board approved 5-0, commencing July 1, 2018, to: (a) increase the General Managers annual compensation by six (6) percent; (b) increase the District’s contribution toward the General Manager’s 457(b) an additional 2.5 percent; and (c) provide $2,000 to the General Manager in retroactive incentive pay.**

  **A~~. Managers year-end Bonus~~**

**B. Policy # 1005 Board of Trustees Expense and Reimbursement: The Board voted 5/0 to accept the changes to Policy # 1005. Motion was made by Trustee Davis, seconded by Trustee Qualm and passed.**

*Recommendation:* That the BOT review changes to the already approved policy.

**7. Financial Report: The Board voted 5/0 to receive and file the October 2018 financials, Motion was made by Trustee Davis, seconded by Trustee Reese and passed.**

A. October 2018 Balance Sheet

B. October 2018 Profit and Loss

C. October 2018 Wells Fargo Investments; principle and interest

**8. General Managers Reports**

1. October 2018 Revenues

B. October 2018 Plot Inventories

C. October Depletion

D. October Calendar

E. Securitas report

F. California Bank & Trust Communication

**9. General Counsel Reports**

**10. Fiscal Year 2018-2019 Subcommittee’s**

1. 52 acre Cemetery Property (Dugan, Qualm**) Looking into a construction loan**
2. Landscape Plan (Vanderhaak, Reese)

C. Cenotaph/ Ossuary (Reese, Davis)

D. Investment (Vanderhaak, Dugan)

E. Conference Liaison (Vanderhaak, Qualm)

F. Policies (Dugan, Reese)

* **Trustee Dugan to review with BOT approved policy # 1015, Purchasing and Contracting policy**

G. General Price List (Vanderhaak, Davis)

 **11.** **Future Trustee Agenda Items:**

 **General Contractors**

**12**. **Board Comment:**

**13**. **Announcements:**

* Christmas Dinner December 22, 2018@ Lukes on Front @ 4:00 pm
* City News Chamber Events
* Wreaths Across America

 **14. Motion to go dark in December Motion was made by Trustee Qualm to go dark in December, seconded by Trustee Davis and passed 5/0.**

Next Regular Board Meeting – January 17, 2019

**15**. **Adjournment Time: 10:03 a.m. Passed 5/0**

**1st Motion:** Trustee Dugan **2nd Motion: Trustee Reese**