**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**May 20, 2021 @ 8:00 a.m.**

**Teleconferenced**

**Government Code #54953(b)**

**MINUTES**

1. **Call To Order:**@8:19 a.m. by Trustee Qualm-
2. **Pledge of Allegiance:** Trustee Qualm
3. **Roll Call**

Chair Qualm, Vice-Chair Reese, Trustee Vanderhaak, Trustee Dugan, Trustee Davis, General Manager, Beaudet-All present

**Motions to Excuse:** none

**Visitors: none**

**Public Comments:**

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.

1. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Vanderhaak and passed with a 5/0 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 April 15, 2021

1. **Approval of Check Registers**

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

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the

April 2021 Bookkeeper Reports.

1. **Action Items**
2. **Rancho Highlands appraisal: Motion was made by Trustee Vanderhaak to have the General Manaager forward the appraisal to the Rancho Highlands attorney to present to the HOA-Board. Seconded by Trustee Davis and passed with a 5/0 vote.**

*Recommendation:* That the Trustees review the current appraisal from Santolucitu Dore.Let the manager know how you would like to proceed.

1. **Police Report Filed -TE21130044-Disorderly Conduct with threats. An open dialog took place with the Trustees and General Manager, it was decided that we would put a Code of Conduct in place, post it both on the website and signage at the entry gate. We also discussed having the staff wear body cams, this will be run by our local police department to see if we are able to do such on the cemetery grounds.**

**The motion was made by Trustee Vanderhaak, seconded by Trustee Reese and passed with a 5/0 vote.**

*Recommendation:* The Trustees acknowledge the safety of the staff at the cemetery. This is happening all to frequently and seems to be brought on by the shutdown of COVID. The cemetery staff absorbs the harassment from disgruntled constituents. Staff should not have to endure this sort of slander and verbal abuse while at work. We need to consider ways to get the word out that this is unacceptable and could possibly lead to a restraining order.

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1. **Preliminary Draft Budget for Fiscal Year 2021-2022- Discussed the preliminary budget, need to add more money to the security based on recent actions at the cemetery. Budget will come back at the July meeting for approval.**

*Recommendation:* The Trustees discuss any changes or additions they would like to see on the budget

1. **Resolution #2021-3 prohibiting pre-need purchases and limiting at -need purchases, It has been discussed amongst the Board that we are quickly running out of Burial locations at the current cemetery, we do not have a date yet as to when the new cemetery will be developed. It has been agreed on that to conserve what locations we have a resolution 2021-3 has been put in place to limit the sale of burial rights. The motion was presented by Trustee Vanderhaak and seconded by Trustee Reese and passed with a 5/0 vote.**

*Recommendation:* The TPCD is quickly running out of burial locations. COVID had a quite an impact on our already small cemetery. If the District continues to sell pre-arranged burials along with at -need burials its highly likely that we will deplete our space within three (3) years. Manager suggest a resolution prohibiting pre-arranged sales other than that of family members that buried a loved one during Covid, trustees should direct the manager as to their decision.

1. **Financial Reports: A motion was made by Trustee Vanderhaak to receive and file the April Financials, seconded by Trustee Dugan and passed with a 5/0 vote**

A. April 2021 Balance Sheet

B. April 2021 Profit and Loss

C. April 2021 Stifel Investments; principal and interest

D. Transferred from General fund #101100G,

into ACO fund #101100C

E. Cash Subledger Report reflecting the transfer

**7. General Managers Reports:**

1. April 2021 Revenues

B. April 2021 Plot Inventories

C. April 2021 Depletion

D. April Calendar

E. Placed 2005 Mule and John Deere mower on the Gov pay auction site, both items sold

F. Local Area Meeting -September 2021- The Board of Trustees would like to attend this local area meeting in September

**8.General Counsel Reports: Gustavo Lamanna**

**9. Fiscal Year 2020-2021 Subcommittees**

1. 52-acre Cemetery Property (**Vanderhaak-Davis)**
2. Landscape Plan (**Dugan-Qualm**)
3. Cenotaph/ Ossuary (**Vanderhaak-Reese**)

D. Conférence Liaison (**Davis-Dugan**)

E. Polices (**Qualm-Davis**)

F. General Price List (**Qualm-Reese**)

G. Investments (**Davis-Reese**)

**10.** **Future Trustee Agenda Items:**

General Contractors

Dry Utilities

RCWD

Transportation

Stewart Title

**11.CLOSED SESSION ITEMS:**

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

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

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Significant Exposure to Litigation

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

**C**. **Closed Session Announcement See in open meeting announcements.**

**12**. **Board Comment: The Trustees want to return to the office in June for the Board meetings. Zoom meetings may resume depending on the COVID strain this winter.**

**13**. **Announcements: February 2021 the Cemetery District received an investigation claim from the DFEH in connection with an employee termination around June 2020. The District responded in a timely matter and provided several supporting documents. A phone investigation took place the week of April 26th, 2021 with the DFEH, SDRMA and the General Manager. On May 10, 2021, the District received a letter from DFEH CLOSING THE CASE FOR THE FOLLOWING REASONS: INSUFFICIENT EVIDENCE.**

**14**. **Adjournment Time: 9;23AM**

**1st Motion: Trustee Dugan**

**2nd Motion: Trustee Vanderhaak**

**All in Favor: 5/0**

Next Regular Board Meeting – June 17, 2021- At the cemetery