**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**SPECIAL MEETING**

**41911 C Street**

 **Temecula, California**

June 26, 2014

8:00 a.m.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller, Trustee Vanderhaak, Trustee Qualm, General Manager, Cindi Beaudet
5. Motions To Excuse
6. **Visitors:** Don Turcotte, Nancy Hughes
7. 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. Each individual will be allowed 3 minutes to address the BOT, no item (s) will be acted on.

1. **CLOSED SESSION ITEMS**
2. 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.

1. Public Employee Performance Evaluation Pursuant to Government Code Section#54957

Public Employee: District Manager

1. Closed Session Announcements
2. **CONSENT CALENDAR**

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 May 15, 2014.

1. Approval of Check Registers

*Recommendation:* That the Board approves May 2014 Check Register Nos. 101100, 101200 and 101300.

 C. Approval Bookkeeper Report

*Recommendation:* That the Board receive and file the May 2014 Bookkeeper Report.

1. **ACTION ITEMS**

 A. Reappointment of General Counsel

*Recommendation:*

1. Terminate Legal Services Agreement with Green, de Bortnowsky & Quintanilla;
2. Approve Legal Services Agreement with the Law Offices of Quintanilla & Associates; and
3. Reappoint Steven B. Quintanilla as the District’s General Legal Counsel

Background:

General Counsel Steven B. Quintanilla recently separated from his former law Firm of Green, de Bortnowsky and Quintanilla, after nearly 20 years with the firm. However, since the District’s contract is with Green, de Bortnowsky & Quintanilla, in order for Mr. Quintanilla to remain General Counsel for the District, the Board of Trustees must terminate the current legal services agreement with GdQ and reappoint Mr. Quintanilla as General Counsel, subject to the terms and conditions set forth in the attached Legal Services Agreement.

1. Hogan Grave locations

*Recommendation:* That the Chair submits a second letter via certified mail.

Case still pending June 26, 2014

1. Law Offices of Hugh Bavaro for Lupe Echavarri

*Recommendation:* That the board discuss and forward onto our legal counsel.

Case still pending June 26, 2014

1. Cox, Valdez and Silbermann Certified Public Accountants

*Recommendation:* That the Trustees renew the contract with Cox, Valdez and Silberman for the F.Y. Audit 2014/2015 in the amount of $10,000.00

1. CSDA , REGION 6, SEAT C

*Recommendation:* That the Board of Trustees nominate Arlene Schafer.

1. LAFCO BALLOT

*Recommendation:* That the Board of Trustees nominate Phil Williams

1. **GENERAL MANAGER’S REPORTS**
2. Financial Report
	* 1. May 2014 Balance Sheet
		2. May 2014 Profit and Loss
		3. 2014-2015 Proposed Budget (3rd and final Draft)
		4. May 2014 Wells Fargo Investments

B. May 2014 Revenues

C. May 2014 Plot Inventory

D. May 2014 Calendar

E. Local Area Meeting September 18, 2014 Santa Ana Cemetery

F. April 2014 Financials, Trustees requested information for the dollar amount

G. Lake Elsinore Storm Game (TBA)

H. SDRMA Property and Liability, no increase for F.Y.14/15

I. CSDA Conference September 29-October 2nd Palm Springs

J. Managers Performance Review.

1. **GENERAL COUNSEL REPORTS**
2. Returned check $675.00
3. **SUBCOMMITTEE REPORTS**

A. Rancho Highlands Community Association (Struikmans/ Vanderhaak)

B. New Cemetery Property (Dugan/ Qualm)

C. Five Year Landscape Plan (Beaudet/Vanderhaak)

D. Cenotaph (Miller)

E. Investment (Qualm/Dugan)

F. Conference Liason (Miller)

G. Policies (Struikmans, Dugan)

1. **FUTURE TRUSTEE AGENDA ITEMS**

June annual planning meeting: June 28th 10:00 a.m.

Next Regular Board Meeting July 17,2014

August 21,2014

September Board meeting moved to September 25, 2014

September CSDA (TBD)

October Board Meeting moved to October 23, 2014

October CAPC (TBD)

November 20, 2014

December TBD/ Dark

January 2015 Election of Officers

1. **BOARD COMMENTS**
2. **ANNOUNCEMENTS**

A. Next Regular Board Meeting – July 17, 2014

1. **ADJOURNMENT**

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 available online at www.temeulapubliccemeterydistrict.org Posted June 23, 2014