**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**November 17, 2016**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 7:59 A.M.**
2. **Pledge of Allegiance, Led by Trustee Miller**
3. **Roll Call**
* Chair Dugan, Vice Chair Vanderhaak, Trustee Miller, Trustee Qualm, General Manager, Cindi Beaudet, Foreman, Joe Sands. **All Present**
* **Motions To Excuse:**
* **Visitors:** Don Turcotte, Southwest Construction, Rancon Real Estate, Nancy Hughes, Attorney, Robert Lee
* **Public Comments: Don and Linda Hansen**

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. **Consent Calendar: Motion was made by Trustee Vanderhaak to accept the consent calendar as presented, seconded by Trustee Miller and passed, 4/0**

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 20, 2016.

1. **Approval of Check Registers**

*Recommendation:* That the Board approve the October 2016 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the October 2016 Bookkeeper Report.

5. **CLOSED SESSION ITEMS**

**A.\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code Section 54956.8)

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

**B.\*CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar, Ana Luz Salazar, Romulo Ramirez, and Does 1-10, inclusive; Riverside County Superior Court Case No. RIC1507434

Preliminary draft settlement agreement sent to opposing counsel. 7/12/2016

**C.G**e**neral Manager’s year-end bonus**

1. Closed Session Announcements
2. **Action Items**

A**. Cox Valdez and Silbermann Motion was made by Trustee Vanderhaak to receive and file the audit for 2016-2017 Fiscal year and has directed the GM to finalize payment with the firm, seconded by Trustee Miller and passed 4/0**

*Recommendation:* That the Board of Trustees upon motion accepts the 2016-2017 audits as presented.

 B. **CAPC Position on pet cemeteries, Temecula Public Cemetery BOD supports.**

*Recommendation:* That the Board of Trustees reviews the preliminary statement released from CAPC and respond with their input if any.

C. **Temecula Valley Chamber Ballot, Motion was made by Trustee Vanderhaak to select two candidate’s on the ballot, seconded by Trustee Qualm and passed 4/0.**

*Recommendation:* That the Board of Trustees choose one to nine candidates for nomination and directs the manager to mail in the ballot.

D. **Purchase of boots for grounds workers, Trustee Dugan will research the cost and safety of boots, tabled until the next meeting. TABLED**

*Recommendation:* That the Board of Trustees discusses the purchase or monies toward work boots (yearly) for the grounds men.

1. **Financial Report, Motion was made by Trustee Miller to receive and file the October financials, seconded by Trustee Vanderhaak and passed 4/0**

A. October 2016-2017 Balance Sheet

B. October 2016-2017 Profit and Loss

C. October 2016 Wells Fargo Investments; principle and interest

8**. Foreman Reports, Motion was made by Trustee Miller to receive the Foreman’s report, seconded by Trustee Vanderhaak and passed 4/0.**

1. Rain bird Update
2. Upright Monuments
3. Cemetery ground maps
4. New secured wall around well pump

**9. General Managers Reports, Motion was made by Trustee Miller to receive the Foreman’s report, seconded by Trustee Vanderhaak and passed 4/0.**

1. October 2015-2016 Revenues

B October 2016-2017 Revenues

C. October 2016-2017 Plot Inventories

D. October 2016 Depletion

E. October 2016 Calendar

F. CAPC, February 23, 2016, Motion was made by Trustee Qualm to send Foreman Sands to the CAPC Annual meeting in February, seconded by Trustee Miller and passed 4/0

G. Securitas Report

10**. General Counsel Reports**

11**. Fiscal Year 2016-2017 Subcommittee Reports**

1. 52 acre Cemetery Property (Dugan/ Qualm**)**
2. Five Year Landscape Plan (Vanderhaak/ Beaudet)

C. Cenotaph (Miller / Beaudet)

D. Investment (Qualm/Vanderhaak)

E. Conference Liaison (Vanderhaak/ Miller)

F. Policies (Dugan/ Qualm)

G. General Price List (Vanderhaak / Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comments**

 **Go dark in in December**

14. **Announcements:**

End of year Christmas Dinner at Luke’s in Old Town, Sunday, December 18th at 4:00 p.m.

1. Next Regular Board Meeting –January 19, 2017

15. **Adjournment: Motion was made by Trustee Vanderhaak to adjourn the regular board meeting at 11.23 a.m. seconded by Trustee Dugan and passed 4/0.**