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 72-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)

**January 19, 2023 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

 **REGULAR BOARD MEETING**

**41911 C St, Temecula, Ca 92592**

1. **CALL TO ORDER:** Trustee Davis @ 8:00 AM.
2. **FLAG SALUTE:** Trustee Davis @ 8 :00 AM
3. **ROLL CALL:**

Chair- Davis, Vice Chair- Dugan, Trustee Qualm,

Trustee Vanderhaak, General Manager, Beaudet

Legal Counsel, ~~Rick Wirick~~ Steve Quintanilla

1. **MOTIONS TO EXCUSE:** Motion was made by Trustee Davis to excuse Trustee Kelleher. The motion was seconded by Trustee Vanderhaak and passed with a 4/0 vote.
2. **VISITORS:** None
3. **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 writing or 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.

**7.CONSENT CALENDAR: A motion was made by Trustee Dugan to accept the consent calendar as presented. The motion was seconded by Trustee Vanderhaak and passed with a 4/0 vote.**

All matters listed under Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public may request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 November 17 ,2022

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the December 2022 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

December 2022 Bookkeeper Report

1. **ACTION ITEMS:**
2. **District Bookkeeper Engagement Letter: A motion was made by Trustee Vanderhaak to accept the Bookkeepers engagement letter for the calendar year 2023. The motion was seconded by Trustee Qualm and passed with a 4/0 vote.**

*Recommendation:*  That the Trustees move to accept the bookkeeper’s engagement letter for the year 2023.

1. **Trustees Compensation, Expense & Reimbursement Policy. A motion was made by Trustee Dugan to accept the policy with corrections. The motion was seconded by Trustee Vanderhaak and passed with a 4/0 vote.**

*Recommendation:* That the Trustees approve the policy with the changes they requested at the November 2022 regular Board meeting.

1. **Family Follow Up Survey Complaint From Sharon Shafer: Discussed**

*Recommendation:* Response letter was mailed on 11/17/2022.Trustee Davis offered to reach out to Ms. Shafer by phone and report back to the Board with their discussion.

1. **Correspondence from Jeffrey Tar: Chair Davis will correspond with Mr. Tar. The Health and Safety Code dictates the Non-Resident fee, the District will not waive this fee.**

*Recommendation:* The Trustees to review Mr. Tars request. This was prior to the hire of the General Manager. We do not know for sure what transpired between the Groundskeepers and Mr. Tar. The Health and Safety Code enforces non-resident fees to eligible non-residents of the District.

1. **Property Line to be Surveyed: A motion was made by Trustee Dugan to hire a surveyor. The motion was seconded by Trustee Qualm and passed with a 4/0 vote.**

*Recommendation:* Based on the response from RJM Cemetery Designs engineer department, the photos and description of the stake locations possibly are not even survey stakes. To respond accordingly to the property owner and the trees they want us to maintain, it has been suggested the District will need those boundaries surveyed.

1. **FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the December financials. The motion was seconded by Trustee Qualm and passed with a 4/0 Vote.**

A. December 2022 Balance Sheet

B. December 2022 Profit and Loss

C. December 2022 Stifel Investments; principal and interest

**10. GENERAL MANAGERS REPORTS: A motion was made by Trustee Dugan to receive the managers report. The motion was seconded by Trustee Qualm and passed with a 4/0 vote.**

1. December 2022 Revenues
2. December 2022 Inventory
3. Trustee Harassment due 01/2024
4. Trustee Ethics due 12/2023
5. Backhoe shut down during 01/12 burial

**11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-**

1. 52-acre Cemetery Property (**Qualm-Dugan)**
2. Landscape Plan (**Vanderhaak-Davis**)
3. Cenotaph/ Ossuary (**Dugan-Qualm**)
4. Conférence Liaison (**Kelleher-Vanderhaak**)
5. Polices (**Dugan-Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**12**. **ITEMS FOR FUTURE TRUSTEE AGENDAS**

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

* Trustee Davis out for May Board Meeting
* Trustee Dugan request options for bringing in income on remaining 26 acres

**13.** **GENERAL COUNSEL REPORTS: Nothing**

**Into closed session @ 9:05 am**

**14.CLOSED SESSION ITEMS: Gustavo Lamanna- Attorney at Law**

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

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

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

Significant Exposure to Litigation

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

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to California Government Code Section 54957.

Public Employee: Cindi Beaudet, General Manager

1. **CONFERENCE WITH LABOR NEGOTIATOR REGARDING UNREPRESENTED EMPLOYEE**

Pursuant to California Government Code Section 54957

Designated Representative: Steven B. Quintanilla, General Legal Counsel

Unrepresented Employee: Cindi Beaudet, General Manager

 Out of Closed Session @ 10:40 am

1. **CLOSED SESSION ANNOUNCEMENT: Nothing to Report**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, February 16, 2023, at 8:00 a.m.

**15**. **ADJOURNMENT: With no further business, a motion was made by Trustee Dugan to adjourn the board meeting at 10:43 am. The motion was seconded by Trustee Qualm and passed with a 4/0 vote.**