**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

 **REGULAR BOARD MEETING**

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

**November 17, 2022 @ 8:00 a.m.**

**MINUTES**

1. **CALL TO ORDER:** @8:00 a.m. by Trustee Qualm
2. **INVOCATION:** Trustee Qualm
3. **ROLL CALL**

Chair- Qualm, Vice Chair- Vanderhaak, Trustee Dugan,

Trustee Davis, Trustee Kelleher, General Manager, Beaudet, Foreman, Sands

**MOTIONS TO EXCUSE:**

**VISITORS:** Paul Kaymark-Nigro &Nigro

**Paul will report out to the Board the F.Y. ending 2022 AUDIT and discuss repaying the General Fund from the ACO.**

1. **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.

**5.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 September 15 ,2022

1. **APPROVAL OF CHECK REGISTERS**

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

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

September and October 2022 Bookkeeper Report

1. **ACTION ITEMS:**
2. **Policy Uniforms and Protective Footwear # 3055 A motion was made by Trustee Davis to change the boot replacement number of years from two to one within the Uniform policy # 3055. The groundskeepers can have their boots replaced sooner when they become damaged. The motion was seconded by Trustee Kelleher and passed with a 5/0 vote.**

*Recommendation:*  That the Trustees agree to change item 3055.6 from new protective footwear every two years to every year. On average the soles of the boots are lasting anywhere from 1-16 months before breaking open. The grounds are wet every morning and contain a lot of pesticides which may lead to the decay of the boots quicker.

1. **CAPC 65TH Annual Conference- Seaside, Ca. There will be 5 Trustees and the general manager attending**

*Recommendation:* That the Trustees let the manager know who will be in attendance March 23-25, 2023

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

**A motion was made by Trustee Kelleher for the Chair to respond to Ms. Shafer’s Critique letter to the District, the motion was seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

*Recommendation:* That the Trustees receives the follow up survey and letter to Trustee Davis. Manager suggests an open dialog amongst the Trustees and manager followed by a response letter to Sharon Shafer.

1. **Palm Springs CSDA annual Conference.**

**After much discussion the Board has requested the manager to re-write the Compensation policy to reflect:**

**\*Everyone attending a conference is responsible for returning all receipts including hotel receipts, and charges to the room as a separate itemized receipt to the manager within 10 days of the conference.**

**If someone charges to their cc, have the breakdown ready for the manager to reimburse accordingly.**

**( do not turn in a receipt with names next to meals, please break it down)**

**\*Change the gratuity to reflect 20%**

**\*Place on the agenda a motion for a Per diem per day allowance vs dollar amount paid by District per meal.**

*Recommendation:* Trustee Davis had charged some of his meals to his room. Davis was late at getting his receipts turned in so by the time the manager contacted the hotel they had closed out the month and could not provide the paid receipts from the restaurant.

The Trustees need to give the manager direction as to how they want her to proceed.The manager has reimbursed Davis for the receipts he provided, there is a difference in room charges of $236.27

1. **Property Owners along Dottie Ct, request the cemetery remove or cut back Trees**

**This item was discussed, at this time the district needs to do a little more research regarding the easement vs property owned by the District.**

*Recommendation:* The cemetery received a call from the Perez family stating that trees have fallen and destroyed their chain link fence in areas. They have requested that the cemetery remove or cut the trees back as they believe it is on our property line. I have submitted pictures to RJM, they feel we should have the property surveyed because it is unknown who placed those existing stakes.

1. **Nigro & Nigro A motion was made by Trustee Kelleher to move $105,874.00 from our ACO back into General to replace the money that was spent for Capitol Expenses. The motion was seconded by Trustee Dugan and passed with a 5/0 vote.**

*Recommendation:* That the Trustees make a motion to have the manager reimburse the General Fund in the amount of $ 105,874.00 from the ACO Fund. This is to replace the funds that were spent in this past Fiscal Year 2021-2022 which were for Capital Outlays and used for the future cemetery.

1. **FINANCIAL REPORTS: A motion was made by Trustee Kelleher to receive and file the October financials. The motion was seconded by Trustee Davis and passed with a 5/0 vote.**

A. October 2022 Balance Sheet

B. October 2022 Profit and Loss

C. September and October 2022 Stifel Investments; principal and interest

**8. GENERAL MANAGERS REPORTS: Discussed**

1. September-October 2022 Revenues
2. September-October 2022 Inventory
3. September-October 2022 Depletion
4. Entry Road inspected and completed by the County of Riverside
5. RJM in queue with the County for the Substantial Conformance

Use Permit.

1. PSOMAS change order
2. Local Area Meeting- Cancelled
3. Foreman’s Report
4. **GENERAL COUNSEL REPORT:**

**10. FISCAL YEAR 2022-2023 SUBCOMMITTEES**

1. 52-acre Cemetery Property (**Vanderhaak-Davis)**
* **Entry Road Construction began 02/24/2022**
1. Landscape Plan (**Dugan-Qualm**)
2. Cenotaph/ Ossuary (**Vanderhaak-Kelleher**)
3. Conférence Liaison (**Davis-Dugan**)
* Lake Tahoe CAPC report from Trustee Dugan
1. Polices (**Qualm-Davis**)
2. General Price List (**Kelleher-Vanderhaak**)
3. Investments (**Davis-Dugan**)

  **11.** **FUTURE TRUSTEE AGENDA ITEMS:**

Stewart Title- Pending

Lender

**Went into closed session at: 9:40 a.m.**

**12.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**)

**Came out of closed session at: 9:43 a.m.**

1. **Closed Session Announcement: Nothing to report**

**13**. **BOARD COMMENTS:**

**Trustee Kelleher will not be attending the January Board meeting.**

**14**. **ANNOUNCEMENTS:**

**January 2023- Trustees assume their new position on the Board.**

**Chair-Trustee Davis**

**Vice-Chair-Trustee Dugan**

**Term to run: January 2023- December 2024**

Next Regular Board Meeting –Dark in December?

**Motion was made by Trustee Dugan to go dark in December, returning Thursday, January 19, 2023. The motion was seconded by Trustee Kelleher and passed with a 5/0 vote.**

**15**. **ADJOURNMENT: 9:52 a.m.**

**1st Motion: Trustee Kelleher**

**2nd Motion: Trustee Dugan**

**All in Favor: 5/0**