**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**July 19, 2018**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 A.M.**
2. **Pledge of Allegiance: Led by Trustee Dugan**
3. **Roll Call**

Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet, Legal Counsel, Steve Quintanilla - **Present**

**STAFF:**

Foreman, Joe Sands, Administration, Michelle Hesselgesser - **Present**

**Motions To Excuse: None**

**Visitors:** **None**

**Public Comments: open@ 8:01, closed at 8:02**

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. **CLOSED SESSION ITEMS; None**
2. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Qualm and passed 5/0.**

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 June 21, 2018.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the June 2018 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the June 2018 Bookkeeper Report.

1. **Action Items**
2. **CSDA NOMINATION OF OFFICERS- ELECTRONIC BALLOT**

**Motion was made by Trustee Dugan to cast the single vote for Joseph Kelly, seconded by Trustee Qualm and passed 5/0. Manager will proceed with electronic ballot submission.**

*Recommendation:* That the BOT reviews nominee’s bios, and directs GM to submit one vote for the 2018 CSDA BOD election for Seat A –Southern Network.

1. **POLICY MANUAL TABLE OF CONTENTS**

**Motion was made by Trustee Reese to approve the current Table of Contents for the District’s policies 2017-2018, seconded by Trustee Davis and passed 5/0.**

*Recommendation:* That the BOT make a motion to approve all the current policies shown on the Table of Contents. All policies have been reviewed and approved throughout the FY 2017-2018. Policies will be submitted for our re-certification with SDLF and CSDA.

1. **JOB DESCRIPTION-TRUSTEE #1001**

**Motion was made by Trustee Qualm to keep the policy #1001 as is, Seconded by Trustee Davis and passed 5/0.**

*Recommendation:* That the BOT review documentation provided by the GM that had been previously approved by Trustees and make corrections to this policy as needed.

**D**. **TWO NEW POLICIES FOR REVIEW**

*Recommendation:* That the BOT reviews two policies and makes comments.

**Motion was made by Trustee Davis to accept the Employee Confidentiality policy as written, seconded by Trustee Qualm and passed 5/0.**

1. Employee Confidentiality
2. Code of Safe Practices- **Sub-committee to review and bring back to August meeting.**
3. **Financial Report- Motion was made by Trustee Davis to receive and file the June 2018 financial reports, seconded by Trustee Reese and passed 5/0**

**Roll Call- Trustee Dugan, Trustee Vanderhaak, Trustee Qualm.**

A. June 2018 Balance Sheet

B. June 2018 Profit and Loss

C. June 2018 Wells Fargo Investments; principle and interest

1. **General Managers Reports- Motion was made by Trustee Reese to receive and file Managers report, seconded by Trustee Qualm and passed 5/0.**

**Roll Call- Trustee Vanderhaak, Trustee Dugan, Trustee Davis.**

1. June 2018 Revenues

B. June 2018 Plot Inventories

C. June Depletion

D. June Calendar

E. Re-accreditation for District of Distinction and District of Transparency

* Inform GM of any changes necessary to your website bios

F. $25,000.00 check received from Chardonnay Escrow for deposit on extension of escrow.

* Deposited into Wash account 07/10/2018, drawn from Wash account 07/12/2018
* Deposited to ACO Fund held by County of Riverside auditor controller.

 G. Reimbursement report filed on website per Government Code #53065.5

 H. CSDA Finance Quote

 I. Audit begins in office Monday, August 13, 14, 15, 2018

**9. Foreman Reports**

SDRMA Safety visit

**10. General Counsel Reports**

Emanate Domain court hearing filed on: **07/19/2018**

Legal Fees- **Discussed**

**11. Fiscal Year 2018-2019 Subcommittee’s**

1. 52 acre Cemetery Property (Dugan, Qualm**)**
2. Landscape Plan (Vanderhaak, Reese)

C. Cenotaph/ Ossuary (Reese, Davis)

D. Investment (Vanderhaak, Dugan)

E. Conference Liaison (Vanderhaak, Qualm)

F. Policies (Dugan, Reese)

* **Trustee Dugan to review with BOT approved policies at each board meeting, commencing with policy # 1000, General Provisions and Government**

G. General Price List (Vanderhaak, Davis)

 **12.** **Future Trustee Agenda Items:**

 **General Contractors**

**13**. **Board Comment:**

**14**. **Announcements:**

* CSDA Annual Conference- September 24-27, 2018 Indian Wells
* CAPC Educational Conference, October 4-6,2018 South Lake Tahoe
* CSDA Board Secretary, October 22-24,2018 South Lake Tahoe
* Christmas Dinner December 21, 2018@ Lukes

**15**. **Adjournment Time: 9:49 a.m.**

**1st Motion Trustee Reese 2nd Motion Trustee Davis**

**Passed5/0.**

Next Regular Board Meeting – August 16, 2018 @ 8:00 a.m.