**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**September 22, 2017**

**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, Foreman, Joe Sands.

Legal Counsel, ~~Benjamin Jones or~~ **Robert Lee called in** Steve Quintanilla

* **Motions To Excuse:**
* **Visitors:** ~~Don Turcotte, Southwest Construction,~~
* **Public Comments: 8:01-8:03 a.m.**

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**

**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.1CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

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

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

**B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

**C. Public Employee Performance Evaluation**

 **(Pursuant to Government Code Section #54957)**

Title: District Manager

Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

District’s Designated Representative: Steven B. Quintanilla, General Counsel

Unrepresented Employee: District Manager

. 01/23/2017

**D. Closed Session Announcements:** **With respect to Item 4B 1 on today’s closed session calendar, the Board of Trustees voted unanimously to approve the Second Amended and Restated Settlement Agreement between the District and Albert Salazar to settle the District’s case against Ms. Salazar which is filed as Superior Court Case No. RIC1507434.  The agreement provides that the District may construct and improve Lemon Hills Drive in accordance with the CUP and substantially in accordance with the Original Design, and that all of Salazar’s obstructions to Lemon Hills Drive shall be removed at Salazar’s expense.**

1. **Consent Calendar: Motion was made by Trustee Dugan 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 August 24, 2017.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the August 2017 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the August 2017 Bookkeeper Report.

1. **Action Items**

**A. 2017 Draft Policies for approval: Motion was made by Trustee Dugan to accept the two policies # 1005 and #3010, seconded by Trustee Qualm and passed 5/0**

*Recommendation:* That the Trustees review the amended policy # 1005-3010

Resolutions for approved policies #1037, 1075, 3012, 3020,3055,3065,4080 to be signed

**B**. **Legal Counsel response letter to Mr. Farnbach and consent to granite company**

*Recommendation:* That the Trustees review the response letter and consent agreement drafted and sent by the Districts legal counsel.

**C**. **Response letter with supported documentation to constitieunt Curtis Maggard**

*Recommendation:* That the Trustees review the information and letter sent.

**D**. **SDRMA Elections**

*Recommendation:* That the Trustees receive the letter from SDRMA acknowledging the elected candidates.

**E**. **Surplus electronics**

*Recommendation:* Trustees review the items that were donated to a recycling plant at the direction of the Board. Trustees discuss the surplus mowers as outlined.

1. **Financial Report: Motion was made by Trustee Davis to receive and file the August financials, seconded by Trustee Reese and passed 5/0**

A. August 2017 Balance Sheet

B. August 2017 Profit and Loss

C. August 2017 Wells Fargo Investments; principle and interest

1. **General Managers Reports**
2. August 2017 Revenues

B. August 2017 Plot Inventories

C. August Depletion

D. July Calendar

E. Audit begins, October 10, 2017

F. CAPC Conference October 5th, see GM after CSDA for travel itinerary

**Trustee Dugan had to cancel due to personal unforeseen conditions, a motion was made by Trustee Vanderhaak to excuse Trustee Dugan from the CAPC conference, seconded by Trustee Davis and passed 4/0**

G. Board Secretary Conference, October 22, 2017

1. **Foreman Reports**

 **10. General Counsel Reports**

**11. Fiscal Year 2017-2018 Subcommittee’s**

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

C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)

D. Investment (Qualm, Vanderhaak, Beaudet)

E. Conference Liaison (Qualm, Vanderhaak, Beaudet)

F. Policies (Dugan, Reese, Beaudet)

G. General Price List (Vanderhaak, Davis, Beaudet)

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

Solar

Medical Resolution Act

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

CSDA Conference in Monterey, information included in your Binder

Mark your calendars for Co. Christmas Dinner, Sunday, December 17, 2017

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

1. Next Regular Board Meeting –October 19, 2017

15. **Adjournment: With no further business to be heard a motion was made by Trustee Dugan to adjourn at 10:06 a.m., seconded by Trustee Reese and passed 5/0**