**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**February 21, 2019**

**8:00 a.m.**

**Minutes**

1. **Call To Order :**
2. **Pledge of Allegiance:** Led by Trustee Vanderhaak
3. **Roll Call**

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet

(Legal Counsel, Steve Quintanilla by phone if needed)

**Motions To Excuse:** None

**Visitors:** None

**Public Comments: 8:01-8:03 No one present**

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:**
2. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

B. **Closed Session Announcement: The Existing Litigation has occurred between the Lemon Packing House and Temecula Public Cemetery District. Agreement was reached and settled out of court. The Cemetery District may now pursue the development of the Lemon Hills Drive.**

1. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Reese 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 January 17, 2019.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the January 2019 Check Register Nos. 101100, 101200 and 101300.

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the January 2019 Bookkeeper Reports.

1. **Action Items: Motion was made by Trustee Qualm to accept the action items as presented, seconded by Trustee Reese and passed 5/0.**
2. **Policy Draft: Employee Standards of Conduct**

*Recommendation:* That the Trustees review

1. **Local Area Meeting/ CAPC / April 18, 2019: Manager to contact Tim Deusch in March, if a location has not yet been chosen, then the manager can offer our cemetery.**

*Recommendation:* That the BOT review the letter, open up for discussion.

1. **SDRMA, Notification of Nominations: Trustees and manager are not interested at this time.**

*Recommendation:* That the BOT discuss in the open meeting if any of the Trustees are interested in running for office.

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

A. January 2019 Balance Sheet

B. January 2019 Profit and Loss

C. January 2019 Wells Fargo Investments; principle and interest

8**. General Managers Reports: Motion was made by Trustee Davis to receive the report on the mapping software, seconded by Trustee Qualm and passed 5/0.**

1. January 2019 Revenues

B. January 2019 Plot Inventories

C. January Depletion

D. Cem-Safe/ Cem-Sites mapping report

9**. General Counsel Reports**

10**. 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)

G. Trustee Dugan to review with BOT approved policy # 1025, Purpose of Board Policies- Reviewed

H. General Price List (Vanderhaak, Davis)

 **11.** **Future Trustee Agenda Items:**

**12**. **Board Comment:**

**700 Forms distributed**

**13**. **Announcements:**

**14**. **Adjournment Time: 9:20 a.m**

**1st Motion: Trustee Reese**

**2nd Motion: Trustee Davis**

**Passed 5/0**

Next Regular Board Meeting – March 21, 2019