**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**September 22, 2016**

**8:00 a.m.**

**MINUTES**

1. **Call To Order :** 8:00 am.
2. **Pledge of Allegiance, Led by Trustee Vanderhaak**
3. **Roll Call**
* Chair Dugan, Vice Chair Vanderhaak, Trustee Miller, Trustee Qualm, General Manager, Cindi Beaudet, Foreman, Joe Sands.
* **Motions To Excuse: None**
* **Visitors:** Don Turcotte, Southwest Construction, Rancon Real Estate, Nancy Hughes, Legal Counsel Steve Quintanilla, **Via Phone** , Don and Linda Hansen
* **Public Comments, Opened at 8:01 a.m., no one present closed at 8:02 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 15 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. **Consent Calendar, Motion was made by Trustee Vanderhaak to axcept the Consent Calendar as presented, seconded by Trustee Miller and passed 4/0.**

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 18, 2016.

1. **Approval of Check Registers**

*Recommendation:* That the Board approve the August 2016 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the August 2016 Bookkeeper Report.

5. **CLOSED SESSION ITEMS**

**\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

**\*CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

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

Temecula Public Cemetery District v. Albert Salazar, Ana Luz Salazar, Romulo Ramirez, and Does 1-10, inclusive; Riverside County Superior Court Case No. RIC1507434

Preliminary draft settlement agreement sent to opposing council.7/12/2016

1. Closed Session Announcements: **After review and discussion of the Salazar contract, Board directed General Manager to sign, date and forward the contract to our Legal Counsel.**
2. **Action Items**

A**. General Manager to be reappointed to Board of CAPC, Motion was made to let General Manager be placed on the nomination of CAPC Board, seconded by Trustee Miller and passed 4/0.**

*Recommendation:* That the Board directs the manager if she should proceed with the nomination approval.

B. **Voluntary Waiver Release Form** **Completed**

*Recommendation:* That the Board of Trustees sign and have their guest sign the waiver form for the tour of the desalination plant in October, also to include driver’s license number and expiration date.

C. **Tattoo and Body Piercing policy Tabled 10-20-2016**

*Recommendation:* That the Board of Trustees upon motion accepts the assignment of tattoo and body piercing policy as presented.

D. **Cox Valdez and Silbermann, Discussed**

*Recommendation:* That the Board of Trustees reviews the recent letter from our Auditors.

1. **Financial Report, Motion was made by Trustee Miller to receive and file the August financials, seconded by Trustee Vanderhaak and passed 4/0.**

A. August 2016-2017 Balance Sheet

B. August 2016-2017 Profit and Loss

C. August 2016 Wells Fargo Investments; principle and interest

8**. Foreman Reports, Reviewed and open discussion**

1. Smart Phone
2. Maps
3. Entry Lighting
4. Ossuary
5. Upright headstones
6. Police report
7. Cremation lots
8. Completion of North wall

**9. General Managers Reports, Reviewed and open discussion**

1. August 2015-2016 Revenues

B August 2016-2017 Revenues

C. August 2016-2017 Plot Inventories

D. August 2016 Depletion

E. August 2016 Calendar

F. CSDA Committee interest, **None**

10**. General Counsel Reports**

11**. Fiscal Year 2016-2017 Subcommittee Reports**

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

C. Cenotaph (Miller )

D. Investment (Qualm/Vanderhaak)

E. Conference Liaison (Vanderhaak/ Miller)

F. Policies (Dugan/ Qualm)

G. General Price List (Vanderhaak / Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comments**

**General Manager passed on that Stephen Struikmans called and said hello to everyone and to let them know he and his wife made it to Texas safely.**

14. **Announcements:**

CAPC Rooms Booked 10/05\*10/09/2016

 South Lake Tahoe

 Registration with CAPC complete

CSDA Rooms Booked 10/10\*10/12/2016

San Diego

1. Next Regular Board Meeting –October 20 , 2016

15. **Adjournment: Motion was made by Trustee Vanderhaak to adjourn the regular meeting at 10:15 a.m., seconded by Trustee Miller and passed 4/0**

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 48-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)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 7:00 a.m. – 3:30 p.m., Monday through Friday. Request agendas at rctpcdverizon.net Posted September 19, 2016