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 72-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)

**AGENDA- Estimated Time: 1 1/2 Hrs.**

**February 16, 2023 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

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

**951-699-1630**

1. **CALL TO ORDER:** Trustee Davis @ 8:00 AM.
2. **FLAG SALUTE :** Trustee Davis
3. **ROLL CALL:**

Chair- Davis, Vice Chair- Dugan, Trustee Qualm,

Trustee Vanderhaak, Trustee Kelleher, General Manager, Beaudet- Present

1. **MOTIONS TO EXCUSE:** None
2. **VISITORS:** Carole Phillips- Rescheduled for March
3. **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 writing or 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.

**7.CONSENT CALENDAR: Motion was made by Trustee Vanderhaak to accept the consent calendar as presented, motion seconded by Trustee Dugan and passed with a 5/0 vote.**

All matters listed under Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public may request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 19, 2023

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the January 2023 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

January 2023 Bookkeeper Report

1. **ACTION ITEMS:**
2. **CALIFORNIA SPECIAL DISTRICT ASSOCIATION: Motion made by Trustee Dugan that there are no nominees to announce, motion seconded by Trustee Qualm and passed with a 5/0 vote.**

*Recommendation:* That the Trustees discuss and decide if they want to nominate themselves for the 3-year seat on CSDA.

1. **LOCAL AGENCY FORMATION COMMISSION Motion made by Trustee Dugan that there are no nominees to announce, motion seconded by Trustee Qualm and passed with a 5/0 vote.**

*Recommendation:* That the Trustees discuss and decide if they want to nominate themselves for the 4-year seat on LAFCO.

1. **SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY Motion made by Trustee Dugan that there are no nominees to announce, motion seconded by Trustee Qualm and passed with a 5/0 vote.**

*Recommendation:* That the Trustees discuss and decide if they want to nominate themselves for the 4-year seat on SDRMA.

1. **LOCAL AREA MEETING, BLYTH, CALIFORNIA: Discussion- no decision**

*Recommendation:* That the Trustees let the manager know who will be in attendance so she may respond accordingly.

*343 West 10th Avenue.*

*Blyth, Ca.92225*

1. **2022-2023- STATEMENT OF ECONOMIC INTERESTS All 700 forms were turned into the General Manager**

*Recommendation:* That the Trustees complete and return the attached 700 forms to the manager at the March Board meeting.

1. **GENERAL MANAGERS CONTRACT FOR FISCAL YEAR 2022-2023 : Motion was made by Trustee Vanderhaak to accept the General Managers 2022-2023 contract as presented, motion seconded by Trustee Kelleher and passed with a 5/0 vote.**

*Recommendation:* General Counsel recommends that the Board of Trustees review and approve the 9 percent increase in the annual salary paid to the General Manager, commencing July 1, 2022, with all remaining provisions such as benefits remaining the same.

*Background:*

The Board of Trustees has offered to increase the General Manager’s annual salary by 9 percent, commencing July 1, 2022, which the General Manager accepted. However, before it can take effect, the Board of Trustees must approve the increase at an open session of the Board of Trustees meeting. The Brown Act further requires that prior to taking final action on any adjustments in the salary paid to a local agency executive such as the General Manager, the Board of Trustees must orally report a summary of the recommend final action (e.g. annual salary increase).  As such, before a motion is made to approve the 9 % increase in the General Manager’s annual salary, the Board of Trustees must announce that the proposal is to increase the General Manager’s annual salary by 9 percent, commencing July 1, 2022.  After this announcement is made, a motion can then be made to memorialize the 9 percent increase, which shall be subject to a second and a vote.

1. **CAROLE PHILLIPS LETTER OF CONCERN- Rescheduled for March**

*Recommendation:*  That the Trustees review the Health and Safety Code and respond accordingly to Mrs. Phillips letter.

1. **FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the January Financials, seconded by Trustee Kelleher and passed with a 5/0 vote.**

A. January 2023 Balance Sheet

B. January 2023 Profit and Loss

C. January 2023 Stifel Investments; principal and interest

**10. GENERAL MANAGERS REPORTS: A motion to accept the managers report was made by Trustee Dugan and seconded by Trustee Kelleher, passed with a 5/0 vote.**

1. January 2023 Revenues
2. December 2022 Inventory
3. Hired Compass HR, terminated Paychex HR
4. Contractor has been on site for various repairs.
5. WQMP being updated by RJM for the county planning dept.02/08/2023
6. Rancho Ca. Water will provide water to the 52 acres,02/09/2023

**11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-**

1. 52-acre Cemetery Property (**Qualm, Dugan)**
2. Landscape Plan (**Vanderhaak, Davis**)
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conférence Liaison (**Kelleher, Vanderhaak**)
5. Polices (**Dugan, Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**12**. **ITEMS FOR FUTURE TRUSTEE AGENDAS**

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

* LAND LEASE
* APPRAISED VALUE

The trustees would consider leasing 20 acres and have the lessor responsible for securing all permits with the county as well as all up-front cost for development.

**13.** **GENERAL COUNSEL REPORTS: Nothing to Report**

**14.CLOSED SESSION ITEMS:**

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**)

1. **CLOSED SESSION ANNOUNCEMENT:**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, March 16, 2023, at 8:00 a.m.

**15**. **ADJOURNMENT: 9:24 am**

**1st Motion: Trustee Vanderhaak**

**2nd Motion: Trustee Qualm**

**All in Favor: 5/0**