

**TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING**

**41911 C STREET  
TEMECULA, CALIFORNIA**

November 21, 2013

8:00 a.m.

AGENDA

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

A. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller; Trustee Vanderhaak, General Manager, Cindi Beaudet

B. Motions To Excuse

**C. 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. Each individual will be allowed 3 minutes to address the BOT, no item (s) will be acted on.

**4. CLOSED SESSION ITEMS**

- A. Conference with Real Property Negotiator Steven B. Quintanilla Pursuant to Government Code Section 54956.8  
Location: 43535 Preece Lane, Temecula (Assessor Parcel No. 944-323-022)  
Negotiating Parties: Temecula Public Cemetery District and Rancho Highlands Community Association  
[Under Negotiation: Price and terms of payment.](#)

- B. Conference with Real Property Negotiator Nancy Hughes Pursuant to Government Code Section 54956.8  
Location: Assessor Parcel No. 924-360-002  
Negotiating Parties: Temecula Public Cemetery District and Rancho California Water District  
[Under Negotiation: Price and terms of payment.](#)

C. Closed Session Announcements

**5. CONSENT CALENDAR**

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.

A. Approval of Minutes

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of October 24, 2013. The Special Meeting November 13, 2013

B. Approval of Check Registers

*Recommendation:* That the Board approve October 2013 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

*Recommendation:* That the Board receive and file the October 2013 Bookkeeper Report.

## 6. ACTION ITEMS

### A. Trustees to be Employees

*Recommendation:* Trustee Miller to provide manager with completed W-4 and I-9. Completed and in place by January 01, 2014. Those that do not comply are not legally entitled to receive stipends.

### B. Policies

*Recommendation:* That the BOT review and vote by resolution of the Compensation, Expense and Reimbursement Policy and Reserve Policy

## 7. GENERAL MANAGER'S REPORTS

### A. Financial Report

- i. October 2013 Balance Sheet
- ii. October 2013 Profit and Loss
- iii. October 2013 Wells Fargo Investments

### B. October 2013 Revenues

### C. October 2013 Plot Inventory

### D. Closed Bid 10-10-2013

### E. Year-end Company Dinner December 14, 2013

### F. Transfer of endowment funds to Wells Fargo

### G. Transfer of General fund into protected ACO fund

### H. Trustee Candidates

### I. Managers year-end bonus

## **8. GENERAL COUNSEL REPORTS**

- A. Sexual Harassment Awareness Training Requirement December 10, 2013  
10:00 a.m- Noon Location to TBD

## **9. SUBCOMMITTEE REPORTS**

- A. Rancho Highlands Community Association (Dugan/ Vanderhaak)
- B. New Cemetery Property (Dugan/ Struikmans)
- C. Five Year Landscape Plan (Beaudet/Vanderhaak)
- D. Cenotaph (Miller)
- E. Investment (Beaudet/Dugan)
- F. Conference Liason (Miller)
- G. Policies (Struikmans, Dugan)

## **10. FUTURE AGENDA ITEMS**

- A. Election of Officers first meeting in January

## **11. BOARD COMMENTS**

## **12. ANNOUNCEMENTS**

- A. Next Regular Board Meeting – December 19, 2013 (Consider going dark)

## **13. ADJOURNMENT**

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. Agenda available online at [www.temeculapubliccemeterydistrict.org](http://www.temeculapubliccemeterydistrict.org) Posted November 18, 2013