

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

**41911 C STREET  
TEMECULA, CALIFORNIA**

January 16, 2014

8:00 a.m.

Minutes

**1. CALL TO ORDER : 8:00 am**

**2. PLEDGE OF ALLEGIANCE : Trustee Dugan**

**3. ROLL CALL: All Present**

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

B. Motions To Excuse: None

C. PUBLIC COMMENTS: None

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: **Nothing to report**

**5. CONSENT CALENDAR: [Motion was made by Trustee Miller to accept the consent calendar as presented, seconded by Trustee Dugan 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.

A. Approval of Minutes

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of November 21, 2013.

B. Approval of Check Registers

*Recommendation:* That the Board approves November and December 2013 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

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

## 6. ACTION ITEMS

### A. Election of Officers

*Recommendation:* That the Trustees elect new officers for the calendar year 2014  
Motion was made by Trustee Dugan to retain the current slate of officers,  
(Chair, Vice Chair and secretary) for the 2014 calendar year. In addition  
commencing January 2015 the Board initiate a revolving 1 year term of office that  
will allow each Board member to hold title of Chair and Vice Chair. Seconded by  
Trustee Vanderhaak and passed 4/0

### B. 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.  
Trustee Miller will receive paperwork for payroll purposes.

### C. RBF and CUP

*Recommendation:* Board of Trustees to discuss with John Tanner the mishap of  
the CUP extension with the County of Riverside Planning Department. Make a  
decision on moving forward with the bid project.

BOD to decide whether to pursue an architect or retain RBF for future CUP  
needs.

### D. Mileage Reimbursement for Trustee Miller

*Recommendation:* Trustees to refer to District policy

Discussion led to follow policy.

## 7. GENERAL MANAGER'S REPORTS

- A. Financial Report **Motion was made by Trustee Dugan to receive and file the November/ December Financials, seconded by Trustee Miller and passed 4/0**
- i. November and December 2013 Balance Sheet
  - ii. November and December 2013 Profit and Loss
  - iii. November and December 2013 Wells Fargo Investments  
**Motion was made by Trustee Vanderhaak to accept the report on realized and non-realized gains, seconded by Trustee Dugan and passed 4/0**
- B. December 2013 Revenues  
C. December 2013 Plot Inventory  
D. Closed Bid 10-10-2013  
E. Dale Qualm bio sent to county Board of Supervisors  
F. Transfer of endowment funds to Wells Fargo 12-19-2013  
G. Transfer of General fund into protected ACO fund, TBD  
H. CAPC Conference March 20-22 Oxnard  
I Chamber of Commerce Sterling business of the year 02/22/2014  
J. Report of grounds
- Well
  - Ossuary
  - Family Estates
  - 01-06-2014 police report filed
  - 01-08-2014 Hogan
- Discussion, no action**

## **8. GENERAL COUNSEL REPORTS**

## **9. SUBCOMMITTEE REPORTS**

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

## **10. FUTURE AGENDA ITEMS**

- A. RBF, land committee to return with information at February meeting.
- B. Resolution for Future Board elections

**11. BOARD COMMENTS**

A. None

**12. ANNOUNCEMENTS**

A. Next Regular Board Meeting – February 20, 2014

**13. ADJOURNMENT**

Motion was made by Trustee Dugan to adjourn the meeting of the Board at 10:01 a.m., seconded by Trustee Miller and passed 4/0