

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

**41911 C STREET  
TEMECULA, CALIFORNIA**

October 24, 2013

8:00 a.m.

MINUTES

**1. CALL TO ORDER: 7:58 a.m.**

**2. PLEDGE OF ALLEGIANCE Led By Chair Struikmans**

**3. ROLL CALL**

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

B. Motions To Excuse

C. INTRODUCTION OF VISITORS/GUESTS: MR. ROBERT PEACH,  
MR. DALE QUALM, MR. STEVE QUNTINILLA COUNSEL

D. 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.

Mr. Robert Peach gave a brief presentation to the BOD requesting the refund of 3 lots including a one time endowment payment totaling \$2,400.00. Lots 138 F, G and H

**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 Legal Counsel regarding potential exposure litigation pursuant to Government Code Section 54956.9 (D)(2)  
Facts and Circumstances: Demand for refund of endowment  
No. of potential cases: One (1)

C. 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.

Motion was made by Trustee Vanderhaak in the event the Rancho California Water District should elect to erect or cause to be erected cellular towers upon the property in which they are negotiating for purchase with the Temecula Public Cemetery District, the District, Temecula Public Cemetery District, shall have the right of first refusal to erect such cellular towers. Seconded by Trustee Dugan and passed 4/0

D. Closed Session Announcements: **No Action**

**5. CONSENT CALENDAR: Trustee Miller moved to approve the consent calendar, seconded by Trustee Vanderhaak 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 September 19, 2013.

B. Approval of Check Registers

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

C. Approval Bookkeeper Report

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

D Approval W-2 requirement for Trustees

*Recommendation:* That the Board receive and file report

E. Letter to Veterans of Foreign War Post #4089 Re: Memorial Day

*Recommendation:* Approval

6. ACTION ITEMS

A. Trustees to be Employees

*Recommendation:* The BOT 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. **Received, Chair Struikmans, Trustee Vanderhaak**

B. Refund of “endowment” in the amount of \$1,200.00 for 3 lots.

*Recommendation:* That the BOT review the Health and Safety Code # 9065

**Motion was made by Trustee Vanderhaak to refund Mr. Robert Peach \$2,400.00 for the three lots in question, Section 138, Lots F, G, and H, Seconded by Trustee Dugan and passed 4/0**

7. GENERAL MANAGER’S REPORTS

- A. Financial Report: **Motion was made Trustee Dugan to receive and file the September financials, seconded by Trustee Miller and passed 4/0**  
**Motion was made Trustee Dugan to receive and file the Fiscal year June 30, 2013 audit, seconded by Trustee Miller and passed 4/0**

- i. September 2013 Balance Sheet
- ii. September 2013 Profit and Loss
- iii. September 2013 Wells Fargo Investments
- iv. June 30, 2013 Audit

- B. September 2013 Revenues
  - C. September 2013 Plot Inventory
  - D. Closed Bid 10-10-2013
  - E. Paino Letter
  - F. Report on local area meeting October 17, 2013 Sunnyslope in Beaumont
  - G. Year-end Company Dinner December 14, 2013
  - H. Dale Qualm Trustee candidate
- Received, no action

## **8. GENERAL COUNSEL REPORTS**

- A. Sexual Harassment Awareness Training Requirement November 2013  
Manager will set up date in November

## **9. SUBCOMMITTEE REPORTS**

- A. Rancho Highlands Community Association (Dugan/ Vanderhaak)  
Trustees have directed counsel to send a response letter to the Rancho Highlands Attorney.
- B. New Cemetery Property (Dugan/ Struikmans)  
\*Report was given by manager regarding the closed bids and the meeting with Mr. Salazar regarding the entry road.
- C. Five Year Landscape Plan (Beaudet/Vanderhaak)
- D. Cenotaph (Miller)  
Trustee Miller reported that he will have something for the Board to review at the November meeting.
- E. Investment (Beaudet/Dugan)  
Trustee Dugan gave a report on Lottery protection with Wells Fargo Investments
- F. Conference Liason (Miller)  
Written report for CAPC presented by Trustee Miller

## **10. FUTURE AGENDA ITEMS**

- A. Election of Officers first meeting in January
- B. Compensation Policy
- C. Reserve Policy
- D. Reimbursement Policy

## **10. BOARD COMMENTS**

## **11. ANNOUNCEMENTS**

- A. BOT recite the Loyalty Oath or Affirmation, sign and date document. **Completed**
- B. Next Regular Board Meeting – November 21, 2013

## **12. ADJOURNMENT Motion was made by Trustee Dugan to adjourn the regular meeting of the Board at 10:24 a.m., seconded by Trustee Vanderhaak and passed 4/0**