**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**March 21, 2019**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 A.M.**
2. **Pledge of Allegiance: Led by Trustee Dugan**
3. **Roll Call**

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet

(Legal Counsel, Steve Quintanilla, Robert Lee by phone) **All Present**

**Motions To Excuse:**

**Visitors:** Nancy Hughes, Rancon Real Estate

Susan McMichael- public comment

**Public Comments: Susan McMichael came to address the board about a missing infants temporary marker, Julia Faith Richards, Section Lane 11 Lot 26. Public Comments ended at 8:20 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 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.

1. **CLOSED SESSION ITEMS:**
2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**(Pursuant to Government Code Section 54956.8)**

Property: Assessor’s Parcel Number 924-360-002, Temecula, CA 92592

Agency Negotiator: Nancy Hughes

Negotiating Parties: Mission Hills Development and Temecula Public Cemetery District

Under Negotiation: Terms of payment

1. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

C. **Closed Session Announcement**

**Nothing to report**

1. **Consent Calendar: Trustee Qualm raised the question on the Cem-Sites payment of $2,250.00, thinking it was the district purchasing cemetery sites. Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Reese and passed/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 February 21, 2019.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the February 2019 Check Register Nos. 101100, 101200 and 101300.

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the January 2019 Bookkeeper Reports.

1. **Action Items**
2. **CSDA call for Nominations: A motion was made by Trustee Reese, seconded by Trustee Dugan that no one was interested in being nominated at this time. 5/0.**

*Recommendation:* That the Trustees review and direct manager as to their decision.

1. **Local Area Meeting/ CAPC / May 16, 2019: A motion was made by Trustee Qualm to attend the local area meeting, seconded by Trustee Davis and passed 5/0.**

**A motion was made by Trustee Davis to move the May 2019 board meeting to May 23rd to accommodate the local area meeting, seconded by Trustee Qualm and passed 5/0.**

*Recommendation:* That the BOT make a motion,

1. To attend, or not

2. To change May 16th board meeting to May 30th to accommodate both local area meeting and Legislation Days.

1. **SDRMA, Property/Liability Program Rate Increases: Motion was made by Trustee Qualm to have the manager get quotes from other Special District Insurance carriers. Seconded by Trustee Davis and passed 5/0.**

*Recommendation:* For the Trustees to review.

1. **Compensation and Expense policy: A motion was made by Trustee Reese to follow the reimbursement policy as closely as possible, seconded by Trustee Dugan and passed 5/0.**

*Recommendation:* Per section 1005.3 of compensation expense policy the least expensive mode of transportation is advised. In the case of parking reimbursement; look for less expensive long term parking, unless divided between several trustees.

7**. Financial Report: Motion was made by Trustee Dugan to receive and file the February financials, seconded by Trustee Davis and passed 5/0.**

A. February 2019 Balance Sheet

B. February 2019 Profit and Loss

C. February 2019 Wells Fargo Investments; principle and interest

8**. General Managers Reports: Motion was made by Trustee Reese to receive the managers’ report, seconded by Trustee Qualm and passed 5/0.**

1. February 2019 Revenues

B. February 2019 Plot Inventories

C. February Depletion

D. February Calendar

E. Collection of 700 forms- Davis, Reese and Quintanilla to turn in

F. Reaching out to dry utility companies

G. Michael Miller Zion bank

9**. General Counsel Reports**

10**. Fiscal Year 2018-2019 Subcommittees**

1. 52 acre Cemetery Property (Dugan, Qualm**)**
2. Landscape Plan (Vanderhaak, Reese)

C. Cenotaph/ Ossuary (Reese, Davis)

D. Investment (Vanderhaak, Dugan)

E. Conference Liaison (Vanderhaak, Qualm)-

1. **CAPC Conference, Monterey 03-07-2019**
2. **Reports received, Vanderhaak, Qualm and Reese**

F. Policies (Dugan, Reese)

G. **Trustee Dugan to review with BOT**

**approved policy # 1030, Adoption/Amendment of Policies**

**At the request of the Board, add *“or verbal request”***

H. General Price List (Vanderhaak, Davis)

 11**.** **Future Trustee Agenda Items:**

Interview General Contractors

CAPC- how does the Board wish to continue with membership?

**12**. **Board Comment:**

**Who will be attending Leg Days?**

**13**. **Announcements:**

**Annual Meeting to be scheduled**

**June 20, 2019**

**14**. **Adjournment Time: 10:12 a.m.**

**1st Motion**

**Trustee Davis**

**2nd Motion to change May meeting date**

**Trustee Qualm**

**1st Motion**

**Trustee Dugan**

**2nd Motion to adjourn**

**Trustee Reese**

Next Regular Board Meeting – April 18, 2019