**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**January 21, 2016**

**8:00 a.m.**

**MINUTES**

1. **Call To Order :** 8:00 a.m.
2. **Pledge of Allegiance** Led by Trustee Vanderhaak
3. **Roll Call**
* Chair Dugan, Vice Chair Vanderhaak, Trustee Miller, Trustee Qualm, General Manager, Cindi Beaudet
* Motion was made by Trustee Miller To Excuse: Trustee Struikmans seconded by Trustee Vanderhaak and passed 4/0
* **Visitors:** Don Turcotte, Southwest Construction, Ben Jones Attorney at Law, Debbie and John Marshall
* **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 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. **Consent Calendar,** Motion was made by Trustee Vanderhaak to approve the consent calendar after a question ( water board) on check registers was explained, seconded by Trustee Miller 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.

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of November 19, 2015.

1. **Approval of Check Registers**

*Recommendation:* That the Board approve the October 2015 Check Register Nos. 101100, 101200 and 101300. State Water Resource $476.00

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the November/ December 2015 Bookkeeper Report.

1. **Action Items**
2. **Statement of Economic Interests**

*Recommendation:* That the Board of Trustees fills out their 700 form and return it to the manager by 01/29/2016 Received and Filed

B. **Bonterra Contract Motion Motion to move to after closed session, motion by Trustee Vanderhaak, seconded by Trustee Qualm, passed 4/0**

*Recommendation:* That the Board of Trustees review and accept the contract with Bonterra to be able to move forward with the grading of the CUP agreement.

Trustees directed manager to have the contract for Bonterra signed by Chair and forwarded to Bonterra.

C. **Harassment Policy # 3075** Motion was made by Trustee Vanderhaak to accept the harassment policy with corrections from out insurance carrier, seconded by Trustee Miller and passed 4/0

*Recommendation:* That the Board of Trustees reviews the corrections of the Harassment policy from SDRMA and approves.

D.**CAPC Conference, March 17, 2016** Motion was made by Trustee Vanderhaak to direct manager to book rooms and register 5 trustees for the annual CAPC conference, seconded by Trustee Miller and passed 4/0

*Recommendation:* That the Board of Trustees directs the manager to reserve hotel rooms, register the Directors for the conference and signs them up for golf tournament.

1. **General Managers Reports** Motion was made by Trustee Miller and seconded by Trustee Vanderhaak to receive and file the financial reports
2. Financial Report
	* 1. November/December2015 Balance Sheet
		2. November/December2015 Profit and Loss
		3. November/December 2015 Wells Fargo Investments

B. November/ December2015 Revenues

C. November/ December2015 Plot Inventory

D. November/ December2015 Calendar

E. Bookkeepers engagement letter

F. Riverside Auditor\*Wells Fargo\* Transfer of funds

G. Debbie Marshall, Motion was made by Trustee Qualm, seconded by Trustee Miller to have our legal counsel provide a draft policy for the non-resident fee.

H. Donate and or sell surplus items:

\*Office oak hutch

\* Oak student desk

\*Oak 2 drawer filing cabinet

\* Two padded wood framed chairs

\*Metal Book Case

\*Ipad

Motion was made by Trustee Miller, seconded by Trustee Vanderhaak to place the unwanted furniture on the street with a free sign, passed 4/0

I. Future board meeting dates

1. **General Counsel Reports**  Trustee Struikmans arrived.

Medical Resolution

1. **Subcommittee Reports**

A. 52 acre Cemetery Property (Dugan/ Qualm**)**

B. Five Year Landscape Plan (Vanderhaak/ Beaudet)

C. Cenotaph (Miller / Struikmans)

D. Investment (Qualm/Vanderhaak)

E. Conference Liaison (Miller/ Stuikmans)

F. Policies (Struikmans / Dugan)

G. General Price List (Vanderhaak / Beaudet)

\*New price list went into effect 01/01/2016

1. **CLOSED SESSION ITEMS**

**\*CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar, Ana Luz Salazar, Romulo Ramirez, and Does 1-10, inclusive; Riverside County Superior Court Case No. RIC1507434

**\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes, not present

Negotiating parties: Mission Hills Development and Rancon Real Estate

Under negotiation: Counter Offer

1. Closed Session Announcements: Nothing to report
2. **Future Trustee Agenda Items**

Fee from legal counsel Benjamin Jones

1. **Board Comments**
2. **Announcements**
3. Next Regular Board Meeting –February 18, 2016
4. Adjournment Motion was made to adjourn by Trustee Miller, seconded by Trustee Vanderhaak and passed 5/0