**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**August 16, 2018**

**8:00 a.m.**

**MINUTE**

1. **Call To Order :**
2. **Pledge of Allegiance:** Led by Trustee Reese
3. **Roll Call**

Chair Vanderhaak, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet, Legal Counsel, Steve Quintanilla

**STAFF:**

Foreman, Joe Sands, Administration, Michelle Hesselgesser

**Motions To Excuse:** Trustee Qualm,

**Trustee Dugan made the motion seconded by Trustee Davis 4/0**

**Visitors:** **None**

**Public Comments: 8:01 a.m. – 8:02 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; NONE**
2. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Reese 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 July 19, 2018.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the July 2018 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the July 2018 Bookkeeper Report.

1. **Action Items**

**A. Policy for review: Motion was made by Trustee Dugan to accept the policy with changes, seconded by Trustee Reese and passed 4/0.**

*Recommendation:* That the BOT reviews one policy that has been reviewed and edited by the Policy committee.

1. Code of Safe Practices

**7. Financial Report; Motion was made by Trustee Dugan to receive and file the July financials, seconded by Trustee Reese and passed 4/0.**

A. July 2018 Balance Sheet

B. July 2018 Profit and Loss

C. July 2018 Wells Fargo Investments; principle and interest

**8. General Managers Reports: Motion was made by Trustee Davis to receive the managers’ report, seconded by Trustee Reese and passed 4/0.**

1. July 2018 Revenues

B. July 2018 Plot Inventories

C. July Depletion

D. July Calendar

E. Chardonnay Escrow

F. General Contractor letter of termination

 G. New marker location stakes

 H. CSDA voting receipt

  **I**. Electronic Fax Filing, law offices of Steven Quintanilla

 **J**. Eagle Scout project

**9. Foreman Reports**

**10. General Counsel Reports**

**11. Fiscal Year 2018-2019 Subcommittee’s**

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)

F. Policies (Dugan, Reese)

* **Trustee Dugan to review with BOT approved policies at each board meeting, policy # 1001, Job Description-Trustee**

G. General Price List (Vanderhaak, Davis)

 **12.** **Future Trustee Agenda Items:**

 **Managers Performance Review**

**13**. **Board Comment:**

**14**. **Announcements:**

* CSDA Annual Conference- September 24-27, 2018 Indian Wells
* CAPC Educational Conference, October 4-6,2018 South Lake Tahoe
* CSDA Board Secretary, October 22-24,2018 South Lake Tahoe
* Christmas Dinner December 21, 2018@ Lukes

**15**. **Adjournment Time: 9:00 am.**

**1st Motion: Trustee Davis 2nd Motion: Trustee Dugan**

**Passed 4/0.**