**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**January 17, 2019**

**8:00 a.m.**

**MINUTES**

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

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

**Motions To Excuse: None**

**Visitors:** **Robert Dennis**

**Public Comments: With no one present from the public, the public comments time closed at 8:04 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. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

B. **Closed Session Announcement: Nothing to Report**

1. **Consent Calendar, Motion was made by Trustee Davis to accept the Consent Calendar as presented seconded by Trustee Dugan and passed 5/0.**

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 15, 2018.

1. **Approval of Check Registers**

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

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the December 2018 and January 2019 Bookkeeper Reports.

1. **Action Items**
2. **Dennis Cooper and Associates- Annual Financial Report**

*Recommendation:* That the BOT to receive the audit report for June 30, 2018 after Mr. Dennis presents the findings.

**Motion was made by Trustee Dugan to receive the audit, with the highlighted changes, seconded by Trustee Reese and passed 5/0.**

1. **Linda S Glau CPA, engagement letter**

*Recommendation:* That the BOT review the letter, discuss and procced with accepting her services.

**Motion was made by Trustee Reese to continue with Linda Glau’s services, seconded by Trustee Davis and passed 5/0.**

1. **CAPC Conference , March 07-09,2019-Seaside, Monterey Bay**

*Recommendation:* That the BOT lets the manager know who will be attending.

**Motion was made by Trustee Reese to approve all 5 trustees and General Manager to attend, with the highlighted corrections, seconded by Trustee Qualm and passed 5/0.**

7**. Financial Report: Motion was made by Trustee Davis to receive and file the November and December Financials, seconded by Trustee Reese and passed/0.**

A. November and December 2018 Balance Sheet

B. November and December 2018 Profit and Loss

C. November and December 2018 Wells Fargo Investments; principle and interest

8**. General Managers Reports**

1. November and December 2018 Revenues

B. November and December 2018 Plot Inventories

C. November and December Depletion

D. November and December Calendar

E. CAPC-golf and nominations

F. Correspondence from Jeff Stone

9**. General Counsel Reports**

10**. 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**) More CDs to ladder recommended by Trustee Dugan**

E. Conference Liaison (Vanderhaak, Qualm)

F. Policies (Dugan, Reese)

G. Trustee Dugan to review with BOT approved policy # 1020, Rules of

 Decorum

H. General Price List (Vanderhaak, Davis)

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

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

**District will cover golf and additional night’s stay for conferences, with advance notice given to the General Manager**

**Reese/Dugan 5/0.**

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

**14**. **Adjournment Time: 9:21 a.m.**

**1st Motion: Trustee Dugan**

**2nd Motion Trustee Reese, Passed 5/0.**

Next Regular Board Meeting – February 21, 2019