

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

**41911 C STREET  
TEMECULA, CALIFORNIA**

February 20, 2014

8:00 a.m.

MINUTES

1. **CALL TO ORDER: 8:00 A.M**
2. **PLEDGE OF ALLEGIANCE: Led by manager Cindi Beudet**
3. **ROLL CALL**

A. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller, Trustee Vanderhaak, Trustee Qualm, General Manager, Cindi Beudet

B. Affirmation of Oath for newly appointed Trustee Qualm: Dale Read aloud his Oath, signed and filed.

C. Motions To Excuse

D. PUBLIC COMMENTS: Motion was made to close the public comments at 8:05 am by Trustee Miller, seconded by Trustee Vanderhaak and passed 5/0

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.

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 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.

C. Closed Session Announcements: **Nothing to report**

**5. CONSENT CALENDAR: Motion was made by Trustee Miller 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.

A. Approval of Minutes

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of January 16, 2014.

B. Approval of Check Registers

*Recommendation:* That the Board approves January 2014 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

*Recommendation:* That the Board receive and file the January 2014 Bookkeeper Report.

**Manager Cindi Beudet shared with the board items to note on the bookkeepers report regarding fraudulent action on the credit card. It has been reported, and filed with the fraud department and a new card issued.**

## 6. ACTION ITEMS

### A. Trustees to be Employees

*Recommendation:* Trustee Qualm to provide manager with completed W-4 and I-9. Completed and in place by March 2014. **Paperwork completed.**

### B. Conventional Use Permit

*Recommendation:* Board of Trustees accepts the proposal of Southwest Custom Contractors for the contractor management position. **Don Turcotte will present the manager a proposal for the scope of work to be performed to meet the CUP demands prior to the next Board meeting in March. Motion by Trustee Vanderhaak, seconded by Trustee Miller and passed 5/0.**

## 7. GENERAL MANAGER'S REPORTS

A. Financial Report: **Motion was made by Trustee Dugan to receive and file the January financials, seconded by Trustee Vanderhaak and passed 5/0**

- i. January 2014 Balance Sheet
- ii. January 2014 Profit and Loss
- iii. January 2014 Wells Fargo Investments

B. January 2014 Revenues

C. January 2014 Plot Inventory

D. Trustee Qualm to attend Governance Foundation March 18, 2014

E. SDRMA longevity credit

F. Transfer of endowment funds to Wells Fargo 12-19-2013

G. Transfer of General fund into protected ACO fund, TBD

- H. CAPC Conference March 20-22 Oxnard
- I. Chamber of Commerce Sterling business of the year 02/22/2014
- J. Future CAPC Meetings
- K. Re-elect Bill Nelson for CSDA

**8. GENERAL COUNSEL REPORTS**

**9. SUBCOMMITTEE REPORTS**

- A. Rancho Highlands Community Association (Dugan/ Vanderhaak)
- B. New Cemetery Property (Dugan/ Struikmans)
- C. Five Year Landscape Plan (Beudet/Vanderhaak)
- D. Cenotaph (Miller)
- E. Investment (Beudet/Dugan)
- F. Conference Liason (Miller)
- G. Policies (Struikmans, Dugan)

**10. FUTURE AGENDA ITEMS**

- March 26,2014
- April17
- May15
- June19
- July 17
- August 21
- Sept TBD
- Oct TBD
- November 20
- December TBD

**11. BOARD COMMENTS**

**12. ANNOUNCEMENTS**

March 20th Board meeting rescheduled for March 27, 2014 to accommodate CAPC Conference. Motion was made by Trustee Miller to reschedule the March Board meeting to Wednesday, March 26, 2014. Seconded by Trustee Qualm and passed 5/0.

A. Next Regular Board Meeting – March 26, 2014

**13. ADJOURNMENT: Motion was made by Trustee Miller to adjourn the Regular Meeting of the Board at 10:25 a.m., seconded by Trustee Qualm and passed 5/0.**

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Cindi Beaudet

Minutes approved 5/0 March 26, 2014 Regular Board Meeting